

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2024-0051

REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**HIRING OF PRODUCTION OUTFIT FOR PRESS CONFERENCE OF IFEX PHILIPPINES
2024**

(Please see attached Request for Quotation Form and Term of Reference for more details.)

Approved Budget for the Contract	: PHP350,000.00
Schedule of Pre-Bid Conference	: 19 March 2024, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 22 March 2024, 05:00PM
Schedule of Opening of Qualitative Evaluation Documents	: 22 March 2024, 05:00PM
Schedule of Opening of Eligibility Documents and Financial Bid	: 26 March 2024, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph. The link will be released on the actual day of the procurement activity.

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder)

- Mayor's Permit for the current year or for individuals exercising a profession, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.
- Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)**
PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.
- Notarized Omnibus Sworn Statement**
- Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

Financial Bid (2nd Envelope / Compressed Folder)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- Company Profile indicating:**
 - Length of relevant experience in the production outfit industry.
- List of completed live events with photos**
- Profiles and events of proposed host**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents, Qualitative Documents, and Financial Bid as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph



REQUEST FOR QUOTATION

- | | |
|---|--|
| <input type="checkbox"/> Shopping with ABC of Php 50,001 and above
<input type="checkbox"/> Lease of Real Property and Venue | <input checked="" type="checkbox"/> Small Value Procurement with ABC of Php 50,001 and above
<input type="checkbox"/> Others: _____ |
|---|--|

Date: 14 March 2024
RFQ No.: 2024-0051

Company Name: _____
Address: _____
Contact No.: _____

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope or compressed folder and submitted to CITEM BAC / citembac@citem.com.ph.


Schedule of Pre-Bid Conference: 19 March 2024	Time: 02:00PM	Venue: ZOOM
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 22 March 2024	Time: 05:00PM	
Schedule of Opening of Qualitative Evaluation Documents: 22 March 2024	Time: 05:00PM	
Schedule of Opening of Eligibility and Financial Bid: 26 March 2024	Time: 02:00PM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">HIRING OF PRODUCTION OUTFIT FOR PRESS CONFERENCE OF IFEX PHILIPPINES 2024</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 350,000.00</u></p> <p><u>Event Date:</u> 26 April 2024, 05:00PM-09:00PM <u>Ingress:</u> 26 April 2024, 08:00AM-03:00PM <u>Egress:</u> 26 April 2024, 09:00PM-11:00PM <u>Venue:</u> To be advised (Preferably within 3.5km radius from CITEM)</p> <p style="text-align: center;"><u>(Please see attached Term of Reference for more details)</u></p>		

Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax**.
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.


ATTY. ANNA GRACE I. MARPURI
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

Date Submitted

Signature over printed name of the Authorized Company Representative
 Designation: _____
 Telephone No(s).: _____
 Email: _____

**TERMS OF REFERENCE
PRODUCTION OUTFIT FOR IFEX 2024 – PRESS CONFERENCE**

I. Event Details

Event Date	April 26, 2024 – 05:00pm – 09:00pm
Ingress	April 26, 2024 – 08:00am – 03:00pm
Egress	April 26, 2024 – 09:00pm – 11:00pm
Venue	To be advised (<i>preferably within 3.5km radius from CITEM</i>)

II. Event Requirements

SPECIFICS	NO. OF UNITS	DESCRIPTION
Equipment Rental		
LED Wall	1 lot	9 feet x 12 feet with system
Lighting Provision	1 lot	Lighting provision applicable for a press conference and awarding ceremony
Professional Sound System	1 lot	(1 lot) Sound System Specific requirements – must include: (4 units) Wireless microphones
Camera Set-up	3 units (1 static, 2 roving)	Live streaming and recording
Manpower		
Host / Masters of Ceremony	1 pax	Shall be in-charge of welcoming guests, introducing speakers, and providing needed fillers during the event. Must meet with the CITEM project officer at least three or four days prior the show to familiarize themselves with the program and to rehearse the scripts. Contracted according to the submitted final program by CITEM (List of Host must be submitted by the contractor and approved by CITEM)
Director	1 pax	In charge of event direction and specifics during the live events according to the agreed program with CITEM. Must ensure the smoothness of the transition of segments according to the program
Audio and Visual Operators	2 pax	In charge of operating the assigned equipment and ensuring the functionality of the rented equipment Must know how to handle music selection in coordination with the team, and to handle over-all show production and stage direction
Stage Manager	1 pax	In charge in instructing the required personnel / guests that needs to be on stage during the whole program.
Production team	3 pax	Shall be in-charge of the installation and dismantling of the lighting and sound equipment
Scriptwriter	1 pax	In charge in drafting, revising, and finalizing the script according to the submitted program flow.
Camermen	3 pax	In charge of operating the camera during live broadcasts or other programming
Voice over	1 pax	In charge of communicating introductions and other necessary announcements during the event.
Other requirements		
Event script	1 day event	Must provide a transcript where the dialogue of the host, and one or more presenters and the order in which they will occur is indicated.

Live streaming	1 lot	Production outfit must be able to stream the event on IFEX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.
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III. QUALIFICATION REQUIREMENTS

Criteria for Award: Lowest Calculated and Responsive Bidder

Mode of Procurement: Small Value Procurement

Passing rate: 80%

Note: Only those bidders who passed the qualitative evaluation shall proceed with the opening of financial bid.

CRITERIA	VALUE POINT
<p>1. Company Profile and Experience The company should be at least 10 years in the production outfit industry. Length of relevant experience:</p> <ul style="list-style-type: none"> • 10 years or more (50 points) • 5-9 years (30 points) • 4 years and below (20 points) <p>Document Required: Company Profile</p>	50
<p>2. Event Production Quality The company must have completed live event production with quality and good standing. (Preferably, event was held within the last 5 years)</p> <ul style="list-style-type: none"> • 10 Live events or more (30 points) • 4 - 9 Live events (15 points) • 3 Live events and below (10 points) <p>Document Required: List of completed live events with photos</p>	30
<p>3. Roster of Host The company must be able to submit a list of prospective hosts related for the event. (Preferably, event was held within the last 5 years)</p> <ul style="list-style-type: none"> • Proposed Host has at least 3-5 food related events / projects (20 points) • Proposed Host has at least 1-2 food related events / projects (5 points) <p>Document Required: Profiles and events of proposed host</p>	20
TOTAL	100

IV. Indicative Program

TIME	SPECIFICS
05:00 PM - 05:30 PM	<p>Welcoming of Guests Guests register and put on their name tag and an empty loot bag. They are also requested to drop their business cards in a bowl.</p> <p>They are given a BINGO card and are instructed to go around the exhibition area to engage with all exhibitors and know about their product entries. Their card will be marked after each visit to an exhibitor, and they will get their token from the exhibitor.</p> <p>The buffet table will also be opened for guests.</p>
05:30 PM - 06:30 PM	<p>Exhibitor BINGO The Bingo activity will go for one hour. Afterwards, the voiceover talent will announce that the program will start and that the guests need to be seated.</p> <p>VIPs will be escorted from the holding room to the venue after the 1-hour BINGO activity.</p> <p>Voiceover talent introduces the program host.</p>

06:30 PM - 06:35 PM	<p>Opening Spiel by Program Host Host briefly talks about the press presentation and a rundown of the segments.</p> <p>Host introduces Rowena Mendoza who will give the Welcome Remarks.</p>
06:35 PM - 06:40 PM	<p>Welcome Remarks Rowena Mendoza delivers speech and then segues to the IFEX Philippines 2024 Explainer Video.</p>
06:40 PM - 06:45 PM	<p>IFEX Philippines 2024 Explainer Video Video is played.</p> <p>Host then talks and segues to short presentation of Clang Garcia regarding her exhibition at IFEX Philippines 2024 and book.</p>
06:45 PM - 07:00 PM	<p>Presentation of 2024 Katha Finalists Host briefly talks about this year's screening process and the categories before proceeding with the announcement of finalists.</p> <p>Host will call/introduce first the people who will be awarding the plaques to the finalists. Calls on MDM, ELF.</p> <p>Host then calls the finalists one by one, with MDM & ELF handing out the plaques. Photo-op for each finalist. 5-sec videos of each finalist will also play on screen when they are called.</p> <p>Each finalist will step off stage after photo-op to give way to the next.</p> <p>After the awarding of plaques, host then drums up excitement as we get close to the announcement of winners and then introduces the montage (A look into the Katha Awards) to be played right after.</p>
07:00 PM - 07:05 PM	<p>A look into the Katha Awards (VIDEO)</p>
07:05 PM - 08:00 PM	<p>Dinner</p>
08:00 PM - 08:20 PM	<p>Announcement of 2024 Katha Winners Host calls first MDM who will read the name of the product and exhibitor from the sealed envelope. Host will read each category.</p> <p>Host to also call ELF to be on stage to handout the trophy, to be assisted by Rowena Mendoza.</p> <p>Winner to give a short speech on the inspiration and background on the winning product.</p> <p>Photo-op for each winner. Winner stays on stage until all are complete.</p>
08:20 PM - 08:30 PM	<p>Photo Opportunity of all 2024 Katha Winners</p>
	<p>Special Recognition: Excellence in Promotion of Philippine Food and Culture Voiceover talent to call Rowena Mendoza for the award backgrounder and announcement.</p> <p>Rowena Mendoza goes in the middle of the stage and briefly talks about the award.</p> <p>She then calls the awardee (the host) and ELF who will be handing out the plaque.</p> <p>Awardee immediately gives a speech.</p> <p>Voiceover again recognizes the host/awardee then calls on ELF for the Closing Remarks.</p>

	NOTE: Microphone on stand required.
08:30 PM - 08:35 PM	Closing Remarks ELF delivers Closing Remarks then segues to special prize announcement. 5 winners to go to stage to claim prize.
08:35 PM - 08:40 PM	Program Closing 1. Host delivers short spiel, invites everyone to visit IFEX Philippines. Program ends.

The above expense shall be charged to the IFEXPhilippines 2024 budget with a total maximum budget allotment of **Three Hundred Fifty Thousand Pesos (P350,000.00)**.

V. TERMS AND CONDITIONS

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is **Three Hundred Fifty Thousand Pesos (P350,000.00)** inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
2. All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event management contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.
3. The winning Production Outfit shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.

Prepared by:



Katherine May G. Apodaca
STIDS - EDD
CCSD

Recommending Approval:



Norman D. Baguibagul
OIC - Department Manager
CCSD



Rowena G. Mendoza
OIC - Department Manager
OG2

Approved by:



Ma. Lourdes D. Mediran
Deputy Executive Director, CITEM