

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-2024-0082

**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 CATERING SERVICES FOR PARTNER'S NIGHT OF IFEX PHILIPPINES 2024**  
(Please see attached Request for Quotation Form and Indicative Program for more details.)

Approved Budget for the Contract	:	<b>PHP 155,000.00</b>
Deadline of Submission of Eligibility Documents and Financial Bid	:	<b>25 April 2024, 05:00PM</b>
Opening of Eligibility Documents and Financial Bid	:	<b>26 April 2024, 02:00PM</b>

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](mailto: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, 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**
- Certificate of accreditation as caterer from World Trade Center Metro Manila**
- Company profile indicating experience with government events / listing of government agencies previously worked with**
- Proposed menu selection for food and beverages. If possible, provide photo for reference.**
- Photos of crew uniform selections, skirting, and centerpiece sample selections.**

*Financial Bid (2nd Envelope / Compressed Folder)*

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

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](mailto: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 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](mailto:citembac@citem.com.ph).

For.



**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](mailto:citembac@citem.com.ph)



## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above       Small Value Procurement with ABC of Php 50,001 and above  
 Lease of Real Property and Venue       Others: \_\_\_\_\_

Date: 19 April 2024RFQ No.: 2024-0082

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](mailto:citembac@citem.com.ph).

Deadline of Submission of Eligibility Documents and Financial Bid: **25 April 2024**Time: **05:00PM**Schedule of Opening of Bids: **26 April 2025**Time: **02:00PM**Venue: **ZOOM**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;"><b>HIRING OF CATERING SERVICES FOR PARTNER'S NIGHT OF IFEX PHILIPPINES 2024</b></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 155,000.00</u></p> <p><b>Date Needed / Delivery Period:</b> <b>Ingress:</b> 3:00 to 5:00PM at the World Trade Center Metro Manila (WTCMM) Lobby <b>Program Proper:</b> 6:00PM to 8:00PM</p> <p><b>Requirements:</b> <b>Set-Up:</b> At least 20 to 30 cocktail tables (max. of 4-5 pax per table) with skirting and basic centerpiece <b>Service:</b> Full catering service with banquet head waiter and uniformed waiters <b>Food (good for 100-150 pax):</b> hors d'oeuvres, pass around / finger foods mix of light to heavy dishes with / without pork, beef, chicken, non-meat / plant-based / vegetarian. Bidders must include in their bid their proposed menu options. <b>Beverage:</b> Water, juice, coffee / tea station, cocktails or wine, and beer (minimal serving only good for up to 50 pax)</p> <p><b><u>See attached indicative program with the serving times.</u></b></p> <p><b>Evaluation Criteria:</b> 1. Accredited by WTCMM 2. Provide company profile indicating experience with government events / listing of government agencies previously worked with 3. Provide proposed menu selection for food and beverages. If possible, provide photo for reference 4. Photos of crew uniform, skirting, and centerpiece sample selections</p> <p><b>Note:</b> If winning bidder has not yet worked with CITEM, they must stage a set-up and conduct food tasting of the menu selected in the CITEM office after awarding. For bidder with CITEM experience, staging and food tasting may or may not be requested.</p> <p><b>Awarding Manner:</b> The most responsive bid who meets the requirements / criteria above will be awarded the contract</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.

For.   
**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: \_\_\_\_\_

## PROPOSED PROGRAM – IFEX PARTNERS’ NIGHT

DAY 1 | 10 MAY 2024| 6:00 PM – 7:30 PM

Venue: LOBBY STAGE

*As of 12 April 2024 (subj. to updates)*

TIME	ACTIVITY	SERVING CUES
6:00 PM	<b>Arrival of Guests</b>	Start serving of food and beverages (non-alcoholic)
6:30 PM	<b>ASSEMBLY/ START OF PROGRAM</b> <i>Rowena G Mendoza, OIC-DM of Operations Group 2</i>  <i>Project Director of IFEX Philippines</i>	Pause Serving when program starts
6:35 PM	<b>TPO AWARDING</b> <i>*Certificate and vouchers to be given to TPO Reps</i>  <i>PRESENTERS:</i> <i>MDM, RGM with U/Sec Jean</i> <i>AWARD RECIPIENT:</i> <i>TPO Awardee and DTI-RD of TPO</i>	Pause Serving
6:50 PM	<b>KATHA AWARDS</b> <ul style="list-style-type: none"><li>- Awarding Highlights</li><li>- Product Videos</li><li>- Awarding of Best Booth Presentations (Individual and Group/ Regional)</li></ul> <i>*Plaque to be given to company reps</i> <i>PRESENTERS:</i> <i>MDM and UCSR</i>	Pause Serving
7:05 PM	<b>VIBER RAFFLE DRAW</b> <i>Viber Representative</i> <i>*Electronic draw for registered exhibitors</i>  <i>PRESENTERS:</i> <i>MDM and UCSR</i>	Resume serving of food and beverages (alcoholic and non-alcoholic)
7:20 PM	<b>CLOSING SPIEL</b> <b>SDE VIDEO</b>	Serve all remaining food and beverages