

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-2019-0242

**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  
CREATE PHILIPPINES NETWORKING COCKTAILS AND TALKS 2019**

Approved Budget	: PHP 500,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	: 16 September 2019, 05:00PM
Opening of Bid	: 17 September 2019, 02:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, enclosed on a sealed and properly labeled envelope:

*Eligibility Documents (1<sup>st</sup> Envelope)*

1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration
2. 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.*

3. Notarized Omnibus Sworn Statement
4. 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 (2<sup>nd</sup> Envelope)*

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

*Qualitative Evaluation Documents (3<sup>rd</sup> Envelope)*

- Company Profile indicating the length of year service rendered
- List of equipment to be provided based on the event requirements identified
- List of voice over talents, emcees/moderators, DJs, and attendants, with profile and photos (if any)

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

**A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) may be paid at the CITEM Cashier Office for the bidding documents.**

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. 8312201 local 309 or email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

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



## 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: 11-Sep-19

RFQ No: 2019-0242

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 and submitted to CITEM BAC.

Schedule of Opening of Bids: 17 September 2019 Time: 02:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>HIRING OF PRODUCTION OUTFIT FOR CREATE PHILIPPINES</b>		
		<b>NETWORKING COCKTAILS AND TALKS</b>		
		Dates: 19-21 September 2019		
		Venue: CCP, Pasay City		
		Please see attached Terms of Reference for detailed event requirements.		
		<b>Approved Budget: PHP 500,000.00</b>		
		<b>Deadline of Submission of Bid is on 16 Sept. 2019, 5:00PM</b>		

**Terms and Condition:**

- 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 overwritings 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) \_\_\_\_\_

# TERMS OF REFERENCE

## Hiring of Production Outfit for the CREATE Philippines Networking Cocktails and Talks

### PROJECT DETAILS

TITLE OF EVENT	CREATE Philippines
DATES	19-21 September 2019
VENUE	Cultural Center of the Philippines (CCP) Complex, Pasay City
BUDGET	PHP 500,000.00

### EVENT REQUIREMENTS

#### A. Talks

**Dates: 19-21 September 2019**

**Venue: CCP Tanghalang Manuel Conde (Dream Theater)**

1. One (1) Emcee/Moderator

- Shall be in-charge of welcoming and introducing speakers and guests, and providing needed fillers during the program
- Shall encourage the audience to ask questions to the speaker
- Shall provide spiels and script based on program flow

**Dates needed:** 19 September 12:00 NN – 04:00 PM  
20 September 02:00 PM – 06:00 PM

2. One (1) Voice Over Talent

- Shall be in-charge of welcoming and introducing guests, speakers and performer, and providing needed fillers during the program

**Dates needed:** 19 September 03:00 PM – 06:00 PM  
20 September 09:00 AM – 03:00 PM  
21 September 09:00 AM – 03:00 PM

#### B. Networking Cocktails

**Date: 21 September 2019**

**Time: 04:00 – 7:00 PM**

**Venue: CCP Silangan Hall**

1. Professional Sound System (inclusive of installation, dismantling, trucking, onsite professional technician, etc.)
2. Two (2) microphones
3. Moving and Accessory Light System (inclusive of installation, dismantling, trucking, onsite professional technician, etc.)
4. LED Lighted Dancefloor (5m x 3m)
5. All required cabling for electrical, fire safety, etc.
6. One (1) Voice Over Talent
  - Shall be in-charge of welcoming and introducing guests/speakers, and providing needed fillers during the program
  - Shall provide spiels and script based on program flow
7. One (1) DJ Performer (with DJ performance table)
  - DJ Artist (with DJ performance table) who shall play live music continuously all throughout the party

## TERMS OF REFERENCE

### Hiring of Production Outfit for the CREATE Philippines Networking Cocktails and Talks

8. Four (4) female and male attendants with pleasing personality
  - Shall welcome guests upon arrival and escort them to the Networking Cocktails area
  - Shall serve cocktails to guests

Note: In the situation that one or more of the requirements will not be needed, both parties shall agree on the amount that will be deducted from the contract price in the presence of a Bids and Awards Committee representative onsite.

### QUALIFICATION REQUIREMENTS AND SELECTION PROCESS

CRITERIA	DOCUMENT TO BE SUBMITTED	VALUE POINT
<b>1. Company Profile</b> The company should be at least 3 years in the production outfit industry.	Company Profile (length of year of service reflected)	20
<b>2. Equipment Availability</b> The company must ensure availability of the equipment identified in the Event Requirements section of this TOR.	List of equipment to be provided based on the Event Requirements identified.	30
<b>3. Roster of Voice Over Talents, Emcees/ Moderators, and DJs</b> The company must be able to submit a list of credible and reputable prospective Voice Over Talents, Emcees/Moderators, DJs, and Attendants.	List of Voice Over Talents, Emcees/Moderators, DJs, and Attendants, with profile and photos (if any)	50
<b>TOTAL</b>		<b>100</b>

Only those who receive a **passing score of 85** shall proceed to the opening of financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post-qualification, if required.

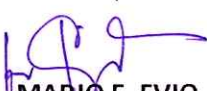
### ESTIMATED BUDGET

Hiring of Production Outfit Service Provider for the CREATE Philippines' Networking Cocktails and Talks has a budget allotment of **PHP 500,000.00**.

Prepared by:

  
**DENNY V. IMSON**  
 Project Officer

Noted by:

  
**MARJO F. EVIO**  
 Project Manager

Recommending Approval:

  
**ATTY. ANNA GRACE I. MARPURI**  
 Project Director

Approved by:

  
**PAULINA SUACO-JUAN**  
 Executive Director