

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-2020-0172

**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 PROFESSIONAL EVENT HOST AGENCY FOR
IFEX PHILIPPINES NXTFood ASIA AND SUSTAINABILITY SOLUTIONS EXPO 2021 SPECIAL ACTIVITIES**
(Please see attached Request for Quotation Form for more details.)

Approved Budget	:	PHP 600,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	:	07 December 2020, 05:00PM
Opening of Bids	:	10 December 2020, 02:00PM

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at citembac@citem.com.ph for request of these links.

The *Notice of Award* shall only be issued to the lowest calculated 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)

1. 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 as alternate documentary document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayor's permit must be submitted after award of contract but before payment.

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. Latest Income/Business Tax Return

4. Notarized Omnibus Sworn Statement

Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.

5. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable

Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.

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**
- **Portfolio / List of Relevant Event Hosted with Photos**
- **List of Local and/or International Public/Government Clients (previous and existing)**

Bidders shall submit these documents, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. As highly encouraged, submission to the BAC Secretariat through online 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 an hour before the date and time of the Opening of Bids indicated above.

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

CITEM.BAC.FR.009
 REV 1



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: 02 December 2020

Company Name: _____

RFQ No.: 2020-0172

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.

Pre-bid Conference: <u>n/a</u>	Time: <u>n/a</u>	Venue: <u>n/a</u>
Schedule of Opening of Bids: <u>10 December 2020, Thursday</u>	Time: <u>2:00PM</u>	Venue: <u>ZOOM</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1		HIRING OF PROFESSIONAL EVENT HOST AGENCY FOR IFEX PHILIPPINES NXTFOOD ASIA AND SUSTAINABILITY SOLUTIONS EXPO 2021 SPECIAL ACTIVITIES <i>Please see attached Terms of Reference for more details.</i> APPROVED BUDGET FOR THE CONTRACT: <u>PHP 600,000.00</u> DEADLINE OF SUBMISSION OF ELIGIBILITY DOCUMENTS, FINANCIAL BID AND QUALITATIVE EVALUATION DOCUMENTS: <u>07 December 2020, Monday, 05:00PM</u>		

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: _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



TERMS OF REFERENCE

HIRING OF PROFESSIONAL EVENT HOST AGENCY FOR IFEX PHILIPPINES NXTFOOD ASIA AND SUSTAINABILITY SOLUTIONS EXPO 2021 SPECIAL ACTIVITIES

I. Background

IFEX Philippines NXTFOOD Asia (IFEX NXTFOOD) is CITEM's banner food event for Asian and Philippine food champions to showcase a wide and diversified array of food and ingredients uniquely Asian. It is a platform to discover the next big thing in the World of Food and a venue for one-on-one business to business (B2B) meetings for major and mainstream global market.

On its maiden run, Sustainability Solutions Expo (SSX), envisioned as an annual global expo and conference, will feature a diverse range of sustainable products and solutions to address the requirements for sustainable consumption and production, with an aim to strengthen the value and supply chain linkages and to promote green growth.

The 14th edition of IFEX NXTFOOD and 1st edition of SSX will adapt the "new normal" protocols in staging trade fairs to ensure the safety of everyone but not to compromise the objective of the shows. IFEX NXTFOOD and SSX shall adapt a hybrid format where a B2B-focused physical exhibition will be held alongside a strengthened virtual component including an option for an online business matching, digital storefront, and variety of digital events (e.g. webinars, trainings, and other promotional activities).

In organizing these events, CITEM intends to engage the services of a professional talent agency who has a pool of experienced event hosts well-versed in the Philippine and/or global food industry and the concepts/landscape of sustainable consumption and production. Given the numerous and varied nature of activities and to ensure the attendance of a host in all these, engaging the services of an agency with such a portfolio of talents and experience in handling numerous events, whether virtual or physical, are necessary. The said agency host/s shall provide a list of hosts who can (1) facilitate the digital and physical shows intended for the mentioned exhibitions; (2) manage the participants to interact and participate during the Q&A; and (3) manage the programs to maintain the order of the whole event.

II. Responsibilities

A. Professional Events Host Agency

1. Must have a pool of professional events hosts who are:
 - a. Well-versed in the global and/or Philippine food industry and the concept, current developments, and related industries concerning sustainability and/or sustainable consumption and production
 - b. Knowledgeable in the target market of IFEX NXTFOOD and SSX.
 - c. Able to properly communicate and adjust accordingly to the needs of the target market from the script provided by CITEM
 - d. Able to properly communicate the questions raised from the viewers
 - e. Able to establish connection with the speakers
 - f. Must be present in all the scheduled meetings (that requires physical attendance), tech rehearsals, and IFEX NXTFOOD and SSX digital and/or physical events.
2. Recommend and/or short-list the line-up of event hosts from its existing pool of talents for consideration and approval of CITEM. The host per event may vary but must fulfill the qualifications listed in A.1
3. Represent, as needed, the host/s in any of the relevant meetings, rehearsals, and other pre-activities to be organized by CITEM and any other issues or concerns that may arise
4. Ensure an alternate event host should the initially assigned host be unavailable. Alternate host must be endorsed to CITEM for approval
5. Directly disburse the compensation for any of the services rendered to its event hosts

6. Submit issues and concerns and recommended next steps in relation with the project at no additional cost to CITEM

B. CITEM

1. Provide the final calendar where the events are plotted and update, as necessary, any changes or updates in the calendar
2. Provide necessary pre-work and post-work files, materials, information and necessary resources that the agency and the host will be needing
3. Provide inputs and direction on the desired tone of the program
4. Provide the script that the host shall read or serve as guide/reference, whichever works well with the host, in all the scheduled events for IFEX NXFOOD and SSX

III. Period of Engagement

The Professional Events Host Agency shall be contracted by CITEM from December 2020 -August 2021 (9 months) with a minimum number of 25 and a maximum of 35 events (combined physical and digital).

IV. Qualifications and Technical Evaluation

For the qualitative evaluation, bidders will be assessed based on the submission of the documentary requirements vis-à-vis the criteria listed below:

Qualifications	Documentary Requirements	Points
1. Must be Philippine-registered agency with at least five (5) years operations in the talent/ events host management industry <i>10 years and above : 30 points</i> <i>6 to 9 years: 20 points</i> <i>At least 5 years: 10 points</i>	Company Profile	30
2. Must have at least three events hosts from its pool of talents with experience in hosting a <u>food industry-related</u> local and/or international event organized in the past five years <i>With 7 and above : 30 points</i> <i>With 4 to 6 : 20 points</i> <i>With At least three (3) : 10 points</i>	Portfolio / List of Relevant Events Hosted with Photos	30
3. Must have at least one event hosts from its pool of talents with experience in hosting a <u>green/sustainability-related</u> local or international event organized in the past five years <i>At least two: 20 points</i> <i>At least one: 10 points</i>		20
4. For items IV. 2-3, majority of the names/talents submitted must have hosted a digital event <i>At least half of the names/talents have hosted a digital event: 10</i> <i>Less than half of the names/talents have hosted a digital event: 5</i>		10
5. List of clients must include a local or international public/government agency <i>At least two: 10 points</i> <i>At least one: 5 points</i>	List of Local and/or International Public/ Government Clients (Previous and Existing)	10

A Technical Working Group will be created to screen and evaluate the prospective bidders. Only companies who complied with the CITEM- Bids and Awards Committee eligibility requirements and obtain a score of at least of 85% in the qualitative evaluation shall proceed with the opening of financial bid. The contract shall be awarded to the lowest calculated and most responsive bidder.

V. Budget and Terms of Payment

Budget allocation is **SIX HUNDRED THOUSAND PESOS (P600,000) only**, inclusive of taxes and other applicable charges (e.g. bank charges, etc.) and will be sourced from the SSX DTCP 2020 Budget for Webinar Production and IFEX NXTFOOD 2020 Budget for Coaching/Training/Workshop Expenses.

Milestone	Total Amount
Brand and Calendar Briefing on IFEX NXTFOOD and SSX 2021	N/A
For the first 9 completed events with an overall satisfactory rating	35%
The next 9 completed events with an overall satisfactory rating	35%
Completion of the remaining events as indicated in the final calendar with an overall satisfactory rating and submission of any required report/s or certificates	30%

VI. Terms and Conditions

1. The agency to be engaged shall be given corresponding deductions from the total amount of payment should the events be decreased.


PARTICULARS	DEDUCTION
Production of less than 25 events	5% Deduction of the total contract amount
Production of less than 20 events	7% Deduction of the total contract amount

2. Should CITEM deem the services of the agency unsatisfactory anytime within the duration of the contract, the agency shall only receive 4% of the total contract amount x the total number of completed events.
3. In the event that the agency fails to provide a host for any of the scheduled events, with exception of non-attendance due to fortuitous circumstances such as illnesses, natural calamities and its impact, or internet connection outage or downtime, a deduction of 4% for every event missed will be applied to the total contract amount. The agency must inform CITEM should he/she will be unable to provide a host least one to two weeks in advance.
4. CITEM shall inform the agency and the host of any changes or adjustments in the schedule and line-up of calendar of activities for the agency and/or host's information and calendar.
5. All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.

Prepared by:


Rianna Elaine V. Custodio
 TIDA, OG 2-SE

Noted by:


Rowena G. Mendoza
 OIC – DM, Operations Group 2

Recommending Approval:


Ma. Lourdes D. Mediran
 Deputy Executive Director

Approved by:


Paulina Suaco-Juan
 Executive Director