

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-2020-0039

**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 PROGRAMME DIRECTOR FOR CREATE PHILIPPINES 2020

Approved Budget	: PHP 800,000.00
Pre-Bid Conference	: 04 February 2020, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	: 07 February 2020, 05:00PM
Opening of Bid	: 11 February 2020, 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 (1st 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. Latest Income or Business Tax Return stamped and received by BIR
4. Notarized Omnibus Sworn Statement
5. 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)

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

Qualitative Evaluation Documents (3rd Envelope)

- Portfolio that includes the following:
 - i. Length of relevant experience of company/individual as project manager, creative director, event curator, creative consultant in areas of creative industry;
 - ii. Industry recognitions (national awards or nominations) related to creative industry;
 - iii. Past and current relationship / industry affiliations with key players, influential international personalities or government agencies

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 Five Hundred Pesos (Php 500.00) 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. (02) 8-831-2201 local 309/294 or email at 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
 Lease of Real Property and Venue
 Small Value Procurement with ABC of Php 50,001 and above
 Others : _____

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

Date: 31-Jan-2020
 RFQ No: 2020-0039

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 Pre-Bid Conference:	<u>04 February 2020</u>	Time:	<u>2:00PM</u>	Venue:	<u>Meeting Room 1</u>
Schedule of Opening of Bids:	<u>11 February 2020</u>	Time:	<u>2:00PM</u>	Venue:	<u>Meeting Room 1</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF PROGRAMME DIRECTOR FOR CREATE PHILIPPINES 2020		
		Please see attached Terms of Reference for detailed requirements and scope of responsibility.		
		APPROVED BUDGET FOR THE CONTRACT : <u>PHP 800,000.00</u>		
		DEADLINE FOR SUBMISSION OF ELIGIBILITY DOCUMENTS, FINANCIAL BID AND DOCUMENTARY REQUIREMENTS FOR THE QUALITATIVE EVALUATION : <u>07 February 2020, 05:00PM</u>		

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 L. 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): _____
 E-mail: _____

TERMS OF REFERENCE

Hiring of Programme Director for CREATE Philippines 2020

I. Event Brief

Title	CREATE Philippines 2020
Venue	BGC Arts Center, Taguig City
Date	16-18 June 2020

CREATE Philippines is the Department of Trade and Industry's trade platform for knowledge exchange, network creation and business generation for the local creative industries. It aims to make the Philippines an active player in the global creative economy and a top-of-mind destination in the Asia-Pacific for IP-based content products and services.

For its 2020 edition, CREATE Philippines aims to bring together the industry in a common platform for dialogue and to provide the platform for each industry to present individual roadmaps and plans to enable them to connect with the right institutions who can provide support and assistance or outright funding to help implement short to medium term projects.

By championing the industry and creating strong public-private partnerships, it will ensure commitment to address industry roadblocks, drive innovation and catapult these sectors into the global market. Thus, CREATE Philippines is conceptualized as an annual industry development platform, where creative professionals will gather, connect, and catalyze new businesses through an open system that encourages sharing of innovative business ideas and collaborative opportunities.

II. Rationale

CREATE Philippines is envisioned to be the country's festival for the creative industries which will include components such as conference, pitching sessions and fireside chats, and exhibits and multi-media festivals.

To achieve this, it was deemed necessary to hire a Programme Director who has an expertise in the Creative Industry, has a large network for prospective partners, and has the ability to weave aforementioned components and develop a cohesive programme direction for CREATE Philippines.

Further, with the limited knowledge and network of CITEM personnel in the industry, the Programme Director shall assist CITEM in developing the content for the event, add value to the components of CREATE Philippines, and introduce stakeholders/industry leaders to CITEM.

III. Objectives of the TOR

1. To enumerate the scope of responsibility of the Programme Director;
2. To identify the qualifications of the Programme Director; and
3. To define the selection process in choosing the Programme Director.

IV. Scope of Responsibility

A. Event Planning and Curatorship

1. Help develop the creative direction/content (event components, structure, features) for CREATE Philippines 2020 and weave the various components into a cohesive whole;
2. Suggest topics for the talks relevant to the needs and requirements of creative industry stakeholders; and

TERMS OF REFERENCE

Hiring of Programme Director for CREATE Philippines 2020

3. Develop and design show/performances/networking/social activities relevant to the theme of CREATE Philippines;
- B. Network and Connection**
1. Connect CITEM to industry experts, leaders, and professionals who may be tapped as partners, speakers, exhibitors, buyers, etc.;
 2. Suggest speakers for the talks; and
 3. Act as event ambassador
- C. Marketing and Promotion**
1. Assist in story building for CREATE Philippines 2020; and
 2. Represent the agency in various media guesting, interviews, and any other event where it is relevant to promote the show.
- D. Report-Writing**
1. Provide observation and assessment report, as well as recommendations for succeeding CREATE Philippines. The Report should be submitted no later than one month after the show.
 2. Conduct Debriefing session with CITEM team.
- V. Evaluation by the Technical Working Committee**

The interested bidder should undergo Qualitative Evaluation, based on the parameters below. Those who receive at least 85 points shall proceed to the financial bid.

Qualifications	
Length of relevant experience of company/individual as project manager, creative director, event curator, creative consultant in the areas of Creative Industry	30 points
<ul style="list-style-type: none">○ 5 years and more - 30 points○ 1-4 years - 15 points○ No experience - 0 points	
The company or a major Project Team member/s must have an Industry Recognition related to the Creative Industry	40 points
<ul style="list-style-type: none">○ With major national award - 40 points○ With non-major award - 20 points○ With nominations only - 10 points○ No award/nominations - 0 points	
Reputation and Influence in the community	30 points
<ul style="list-style-type: none">○ Past and current relationship/ industry affiliations with key players/influential personalities - 20 points○ Has experience working with a government agency in the past 2 years - 10 points	
TOTAL	100 points

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Hiring of Creative Director for CREATE Philippines 2020

VI. Budget and Mode of Payment

Total budget is **Php 800,000.00** inclusive of applicable taxes, with the following mode of payment:

- 50% - upon submission of Event Concept/Details of Proposal
Deliverable: Concept brief, Proposed event components/activities
- 40% - upon submission of Progress Report
Deliverable: Talks description, list of industry experts, suggested speakers, intermission activities
- 20% - upon submission of Final Report and Conduct of Debriefing
Deliverable: Report with Recommendations; Debriefing schedule

VII. Period of Engagement

The Creative Director will be engaged from the issuance of the Notice of Award to 31 July 2020.

(6 months)
approx

Prepared by:


DENNY V. IMSON
Trade Industry Development Analyst
Signature Events Div., Operations Group 1

Noted by:


MARJO F. EVIO
Division Chief
Signature Events Div., Operations Group 1

Recommending Approval:


ATTY. ANNA GRACE I. MARPURI
OIC-Department Manager
Operations Group 1

Approved by:


PAULINE SUACO JUAN
Executive Director

