

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-2020-0198

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 PROGRAM DIRECTOR FOR THE SUSTAINABILITY SOLUTIONS EXPO 2021

(Please see attached Request for Quotation Form for more details.)

Approved Budget	: PHP 980,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 25 January 2021, 12:00NN
Opening of Bids	: 26 January 2021, 2:00PM

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 *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)

- 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 Mayors permit must be submitted after award of contract but before payment.
- 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.
- Latest Income/Business Tax Return**
- 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.
- 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)

- Resume / Curriculum Vitae (CV) indicating:**
 - Professional leadership experience with a public or private entity relevant to sustainable products and/or services, environmental awareness, circular economy, and the like.
 - Experience with international organizations or foundations to lead/mobilize local and/or international projects or programs relevant to circular economy, sustainability, environmental awareness, and the like.
 - Screenshot or photocopy of features in local and/or international media outlets in the last five years for participation in projects or programs relevant to the above-mentioned causes.
 - Certificate/s Received of awards or recognitions relevant to projects or programs for the above-mentioned causes.
 - Proof of active or present involvements or affiliations with organizations or companies for the above-mentioned causes like for the benefit of start-ups/ business enterprises/organizations/ individuals.
- List of International Speaking Engagements, together with Certificate or any official communication from organization on completion of speakership activities.**

Bidders shall submit these documents, 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
- 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

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: _____

Date: 21 January 2021

Company Name: _____

RFQ No.: 2020-0198

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: 26 January 2021 **Time:** 2:00PM **Venue:** ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<p align="center">HIRING OF PROGRAM DIRECTOR FOR THE SUSTAINABILITY SOLUTIONS EXPO 2021</p> <p align="center"><i>Please see attached Terms of Reference for more details.</i></p> <p align="center">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 980,000.00</u></p> <p align="center">DEADLINE OF SUBMISSION OF ELIGIBILITY DOCUMENTS, FINANCIAL BID, AND QUALITATIVE EVALUATION DOCUMENTS: <u>25 January 2021, 12:00NN</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

Hiring of Program Director for the Sustainability Solutions Expo 2021

I. Background and Rationale

The global shift from climate change to climate crisis implies the growing awareness and movement towards a greener, more sustainable consumption and production. Much as individuals are expected to live a lifestyle that will have less negative impact on the planet, businesses are in a prime position to lead the shift- a shift that is more than a change in packaging. Future-proofing the processes, provenance, and mindset that go into the making of goods and services requires the understanding and application of the complex concepts underlying sustainability.

On its maiden run, Sustainability Solutions Expo (SSX) will feature a diverse range of sustainable products and solutions to address the requirements for sustainable consumption and production. Envisioned as an annual global expo and conference, SSX aims to strengthen the value and supply chain linkages and to promote green growth. SSX 2021 shall adapt a hybrid format where a business-to-business (B2B)-focused physical exhibition will be held alongside various digital activities such as conferences, promotional activities, etc.

Following these varied approaches in featuring sustainable products and solutions, it is imperative to thoughtfully execute the show that likewise embodies and promotes the principles of sustainability. Equally important that sustainability as a concept and practice are properly understood by and communicated to the audience that SSX aims to capture. While CITEM's Operations Group and Creative and Communication Services Department are experienced project managers and communicators, CITEM lacks the technical expertise, background, and network necessary to advocate and mount a show on sustainability of this magnitude. Considering the technicality involved and for its application to be conscious, relevant, and practical, engaging the services of a Program Director who will weave the various components while ensuring the consistency and relevance of SSX's messaging and approach is necessary. The SSX Program Director shall support CITEM in crafting a program that will provide a seamless experience for exhibitors, buyers, and visitors to appreciate and practice sustainability.

II. Objectives

- A. Provide program direction to ensure relevant application and consistent presentation of the SSX brand and
- B. Guarantee the consistent translation and application of the approved program direction with respect to the branding concept in all critical components of the show implemented in the physical and digital platform.

III. Scope of Work

- A. Development of Program Direction
 1. Provide program direction on the exhibition and special setting, digital conference, and special activities of the show with respect to the sectors covered by the show and CITEM's SSX branding design and sustainability direction;
 2. Develop and curate the program/ line-up of topics for the SSX digital activities which includes the Digital Conference during the event, and pre-and/or-post event Knowledge Sharing Sessions (KSS), as deemed appropriate/necessary. Refer to Item A. 6 for the pre-event KSS;
 3. Ensure cohesiveness of the physical and digital program components as to consistency of the sustainability direction, the event features and programs, and SSX brand;

4. Recommend and provide technical inputs on the application of the SSX brand in the promotion and execution of the various show components, taking into consideration CITEM's mandate, direction, timeline, and resources;
5. Connect the SSX Project Team with relevant individuals or organizations as potential exhibitors, speakers, buyers/ investors/mentors, online content creators/ contributors, visitors, etc. to the show;
6. Conduct a separate two-hour (max.) introductory webinar or KSS to guide Philippine Food and Lifestyle MSMEs in shifting to a Circular Business and to guide CITEM on sustainable practices for event-planning prior to the SSX Conference proper; and
7. Submit to CITEM composite team dedicated to fulfill the said project requirements and other reports necessary to support payments and/or update on progress.

B. Content Contribution

1. Share information materials or content leads on Sustainability which are relevant to Philippine MSMEs on food and lifestyle sectors
2. Curate a special selection of content for posting in SSX website and social media accounts
3. Provide guidance in the preparation of text requirements in relation to the technical and promotional materials / platforms needed for the show

IV. Qualifications and Technical Evaluation

The individual/company:

1. Must be Philippine-based.
2. Must be actively or presently involved or affiliated, (named as country representative, is preferred) with local and/or international notable organizations or companies such as the World Economic Forum, Ellen MacArthur Foundation, and the like to lead/mobilize/develop projects or programs on sustainable products and/or services, environmental awareness, circular economy, and the like for the benefit of start-ups/business enterprises/organizations/ individuals.
3. Must have a minimum of three (3) professional leadership experience with a public or private entity relevant to sustainable products and/or services, environmental awareness, circular economy, and the like.
4. Must have worked with international organizations or foundations in the last five (5) years to lead/mobilize local and/or international projects or programs relevant to circular economy, sustainability, environmental awareness, and the like.
5. Must have notable international speakership experience on topics relevant to the above-mentioned causes.
6. Must have been featured in local and/or international media outlets in the last five years for participation in projects or programs relevant to the above-mentioned causes.
7. Must have received awards or recognition relevant to projects or programs for the above-mentioned causes.

Qualifications	Documentary Requirements	Total Points
<p>Proof of professional leadership experience with a public or private entity relevant to sustainable products and/or services, environmental awareness, circular economy, and the like. <i>6 and above years: 20 points</i> <i>3 to 5 years: 10 points</i></p>	Resume / Curriculum Vitae (CV)	20 POINTS
<p>Proof of experience with international organizations or foundations to lead/mobilize local and/or international projects or programs relevant to circular economy, sustainability, environmental awareness, and the like. <i>More than 3: 20 points</i> <i>2 organizations: 10 points</i> <i>1 organization: 5 points</i></p>		20 POINTS
<p>Proof of features in local and/or international media outlets in the last five years for participation in projects or programs relevant to the above-mentioned causes <i>2 or more local/international media outlet features: 10 points</i> <i>1 local/international media outlet features: 5 points</i></p>	Resume / Curriculum Vitae (CV) and screenshot or photocopy of said feature/s	10 POINTS
<p>Proof of awards or recognitions relevant to projects or programs for the above-mentioned causes <i>2 or more awards/recognitions: 20 points</i> <i>1 award/recognition: 10 points</i></p>	Resume / Curriculum Vitae (CV) and Certificate/s Received	20 POINTS
<p>Proof of active or present involvements or affiliations with organizations or companies for the above-mentioned causes like for the benefit of start-ups/ business enterprises/ organizations/ individuals <i>2 or more organizations: 15 points</i> <i>1 organization: 10 points</i> <i>Additional 5 Points: If bidder is named as country representative</i></p>	Resume / Curriculum Vitae (CV)	20 POINTS
<p>Proof of notable international speakership experience on topics relevant to the above-mentioned causes <i>3 and above: 10 points</i> <i>1 -2 speakership engagements: 5 points</i></p>	List of International Speaking Engagements, together with Certificate or any official communication from organization on completion of speakership activities	10 POINTS

A Technical Working Group will be created to screen and evaluate the prospective bidders. The company or individual who complies with the CITEM- Bids and Awards Committee eligibility requirements and reaches the cut-off score of 85% shall proceed with the opening of financial bid.

V. Period of Engagement

The SSX Program Director shall be engaged upon issuance of the Notice of Award until August 2021.

CITEM recognizes the need to collaborate with industry experts and acknowledges the sustainability director's experience on standard industry practices and lead times. The Project Timeline shall be produced based on the agreed final Production Timetable of both CITEM and the Sustainability Program Director. This will serve as a guide, and will be subject to constant review, with the Project Team, in the monitoring of the delivery of the service.

VI. Budget and Mode of Payment

Budget allocation is **NINE HUNDRED EIGHTY THOUSAND PESOS (PHP 980,000)** only, inclusive of taxes and other applicable charges (e.g. bank charges, etc.) and will be sourced from the SSX 2020 budget.

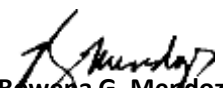
Schedule of Payment:

Milestone	Total Amount
By end of March 2021 or after approval of the program direction on the exhibition, and special setting, digital conference, and special activities of the show with respect to the sectors covered by the show and CITEM's SSX branding design and sustainability direction; to include the conference and KSS concept note with line-up of topics and proposed speakers/partners	30%
By 15 July 2021 or at least seven (7) days after the closing of the SSX hybrid event, or whatever event format may be decided on or before 15 July 2021	60%
After submission of the final report with recommendations, including a debriefing with CITEM Team	10%

Prepared by:



Rianna Elaine Custodio
TIDA, OG 2-SE

Noted by:

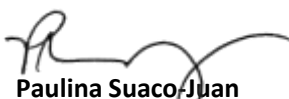

Rowena G. Mendoza
DC, Signature Events
Operations Group 2


Norman Bagulbagul
DC, Exhibition Design Division

Recommending Approval:


Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:


Paulina Suaco Juan
Executive Director