

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-2022-0049

**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 A LIVE STREAMING PRODUCTION TEAM AND CONTINUITY HOST FOR CREATE PH
DIGITAL EVENT 2022**

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

Approved Budget for the Contract	: PHP 660,800.00
Pre-bid Conference	: 12 May 2022, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 16 May 2022, 12:00PM
Opening of Qualitative Evaluation Documents	: 16 May 2022, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 17 May 2022, 02:00PM

Conduct of Pre-bid Conference and Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Pre-bid Conference and Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph shall be released on the actual day of procurement schedule.

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 as alternate 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)

- **Screenshot / Proof of event using Hopin as platform**
- **Company Portfolio indicating:**
 - Proof of years of experience in event planning, implementation, and management
 - Corporate or media events the company has launched within the last 5 years
 - International or local institutional or government related events the company has launched within the last 5 years
 - Digital events the company has produced within the last 3 years

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. 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 Qualitative Documents, 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.


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 Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue Others: _____

Date: 06 May 2022

Company Name: _____

RFQ No.: 2022-0049

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.

Pre-bid Conference: <u>12 May 2022</u>	Time: <u>02:00 PM</u>	Venue: <u>Zoom</u>
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <u>16 May 2022</u> Time: <u>12:00 PM</u>		
Schedule of Opening of Qualitative Evaluation Documents: <u>16 May 2022</u>	Time: <u>12:00 PM</u>	
Schedule of Opening of Eligibility Documents and Financial Bid: <u>17 May 2022</u>	Time: <u>02:00 PM</u>	Venue: <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p>HIRING OF A LIVE STREAMING PRODUCTION TEAM AND CONTINUITY HOST FOR CREATE PH DIGITAL EVENT 2022</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 660,800.00</u></p> <p><i>Inclusions:</i></p> <p>I. Live Streaming Productions Team Segments 1-8 of the Program on 28th to 29th July 2022</p> <p>II. Continuity Host Responsible for properly communicating the script to be crafted by the production team in ensuring that the event attendees would be in the right area of the platform. The continuity host must have the ability to establish connection from the audience and must be knowledgeable of the creative sector.</p> <p><u>Please see attached Term of Reference for more details.</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 J. 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 (TOR)

HIRING OF A LIVE STREAMING PRODUCTION TEAM AND CONTINUITY HOST FOR CREATE PH DIGITAL EVENT 2022

I. BACKGROUND

From 2009 to 2011, CITEM launched a series of activities aimed at promoting the creative industries in the Philippines and between 2012 to 2016, the agency held pocket of events supporting the community through Design Week. To help the creative industry grow, CITEM supported CREATE Philippines, an international trade platform that brings together the creative sector for business and networking which was renewed 2017.

Creative Futures, the premier event of CREATE Philippines' 4th edition, was held in June 2021. The creative industry's future was the focus of the conference's speakers, features, and panel discussions, which spanned two days. Leading public sector, corporate, and creative industry figures shared their experiences navigating the "new normal," as well as their predictions for the future growth of their respective fields.

With its success in launching the website along by producing the maiden edition of the Creative Futures, CITEM is yet to host another digital event this coming July 28-29, 2022 featuring different proposed tracks under the 1.) Advertising and Film, 2.) Design, 3.) New Media and Content Creation, and 4.) Business for Creatives

II. PERIOD OF ENGAGEMENT

The Live Streaming Production Team shall be contracted by CITEM for the period of **1 (one) month from 30 June 2022 – 30 July 2022** with a **minimum number of 4 (four) event tracks** and a **maximum number of 8 (eight) event tracks**

Provisional Timeline

Date	Specifics
July 04, 2022	Onboarding of the Live Streaming Production Team
July 08, 2022	Submission of Event Script - Draft 1
July 11, 2022	Orientation of Continuity Host
July 15, 2022	Submission of Event Script - Draft 2
July 20, 2022	Internal Streaming video assets, graphic assets, and event collaterals

July 22, 2022	Technical Rehearsal for Live Event Speakers
July 25, 2022	Submission of Event Script - Final
July 28, 2022	Creative Futures - Day 01 Event
July 29, 2022	Creative Futures - Day 02 Event
August 01, 2022	Submission of Post Event Report

III. SCOPE OF WORK AND MANPOWER

a. Scope of work

1. In charge of the streaming of the video assets, graphic assets, continuity host and event collaterals from CITEM.
2. Manage the Live Event Direction of the event based from the given guidelines and event brief to the Production Team.
3. Facilitate the backstage access of the stream and live panelists.
4. Set-up and facilitate backend settings during internal streaming, technical rehearsals and live segments.
5. Provision of cloud meeting links for technical rehearsals and live segments.
6. Set-up of Backstage - Breakout room for the speaker briefing, and checking of technical requirements during the live event.
7. Facilitate and ensure the smooth streaming during the live events.

b. Manpower

The Digital Production Team will be in charge with the overall production of all the events indicated in the calendar. The agency must submit a list of their manpower with the assigned personnel from their company and shall be given 1 week upon awarding of the contract.

Manpower	Functions
LIVE STREAMING PRODUCTION TEAM	
Event Director	Responsible for organizing, mobilizing and/or coordinating the staff, event participants, officials, and administrators for the successful execution of the whole event.
Backstage Manager	Provides practical and organizational support to the Event Director, Speakers, and Event officers throughout the rehearsal process and production. The Backstage Manager will also supervise backstage activities during streaming such as transfer of speakers to the Backstage - Breakout room and incharge of the orientation and checking of the Video Framing, Audio settings and other technical requirements as need arises.

Technical or Streaming Directors	Operates, maintains and safeguards the technical assets of the event including supervising the usage of necessary lighting, sound and communications equipment. The Technical Director should also determine the necessary technical support, such as but not limited to lighting, sound, staging, and special needs, necessary for the list of events presented.
Audio Spinners	Responsible to assemble, operate and maintain the technical equipment used to record, amplify, enhance, mix or reproduce sound.
Visual Spinners	Responsible to assemble, operate and maintain the software or platform used in projecting key visuals intended for the event.
Tech Operator	Set up, operate, and maintain the electronic equipment used to transmit the event whether via pre-recorded videos and/or live streaming. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. Operate transmitter to broadcast radio or television programs. Has the capacity to record the event when need arises.
Scriptwriter	Hired team shall provide a script for the Continuity host in keeping track of the whole program.
Cloud-Based Video Communications App	Provision of dedicated account for backstage of event
CONTINUITY HOST	
Continuity Host	Responsible for properly communicating the script to be crafted by the production team in ensuring that event attendees would be in the right area of the platform. The continuity host must have the ability to establish connection from the audience and must be knowledgeable of the creative sector. A list of preferred continuity host will be forwarded by CITEM to be acquired by the production team.

IV. RESPONSIBILITIES OF LIVE STREAMING PRODUCTION TEAM

1. Designate at least two (2) project coordinators to ensure the timely delivery of outputs and coordination with CITEM, through the Experience Design Division (EDD) during the contract period.
2. Ensure consistency with the overall objectives and concept of the event based on CITEM's concept and mandate.



3. Provide and shoulder all costs of necessary personnel, facilities, accommodation, production equipment and setup, and conduct all necessary preparatory and other activities to accomplish the agreed upon scope of work and deliverables, i.e., event planning and coordination and multimedia and audio-visual production. Any additional costs incurred relative to any aspect of the event shall solely be charged to the Live Streaming Production Team;
4. Coordinates through e-mail and/or any mobile communication platform with regards to the work progress, issues and concerns, and recommended next steps in relation with the project at no additional cost to CITEM;
5. All event preparations and proceedings should be treated with full confidentiality and may not be shared by any other party aside from CITEM;

CITEM

1. Provide all information, assets and materials needed to accomplish the scope of work and produce a series of events for Create Philippines/Creative Futures.
2. Provide at least two (2) support staff to coordinate with the Digital Production Team;
3. Provide necessary pre-work and post-work files, materials, information and necessary resources to the team leader of documenters;
4. Provide inputs and direction on the desired documentation output after the initial report has been submitted;

V. REQUIREMENTS AND TECHNICAL EVALUATION

CITEM will conduct a procurement process per Republic Act (RA) 9184. To fully satisfy and so as not to compromise the quality of the requirements, a qualitative evaluation is necessary in the selection process. A Technical Working Group will be assigned to evaluate the interested bidders using the following criteria:

Submission of documentary requirements. Below is the eligibility qualitative rating:

QUALIFICATIONS (90% passing score)	Documentary Requirements	POINTS
I. Proof of Events Management Experience (50 points)		
Proof of years of experience in event planning, implementation, and management. <i>More than 5 years: 50 points</i> <i>3 years to 5 years: 25 points</i>	Company portfolio	50 points

1 to 2 years: 10 points Less than a year: 0		
II. Event Management Experience and Credentials (50 points)		
Corporate or media events the company has launched within the last 5 years: <i>At least 3: 20 points</i> <i>At least 2: 10 points</i> <i>At least 1: 5 points</i> <i>None: 0</i>	Company portfolio	20 points
International or local institutional or government-related events the company has launched within the last 5 years: <i>At least 3: 20 points</i> <i>At least 2: 10 points</i> <i>At least 1: 5 points</i> <i>None: 0</i>		20 points
Digital events the company has produced within the last 3 years <i>At least 2: 5 points</i> <i>At least 1: 3 points</i> <i>None: 0 points</i>		5 points
Digital events the company has produced using Hopin as platform <i>At least 2 events: 5 points</i> <i>At least 1 event: 3 points</i> <i>None: 0 points</i>	Screenshot / proof of event using Hopin as platform	5 points
Total		100 points

Only the bidder/s with a passing score of 90 points shall proceed with the opening of the Financial Bid. The contract shall be awarded to the lowest calculated and most responsive bidder.

VI. ESTIMATED BUDGET

The above expense shall be charged to the CCSD IP-CORPCOMM budget with a total maximum budget allotment of Six Hundred Sixty Thousand and Eight Hundred Pesos (₱660,800.00).

VII. PAYMENT TERMS

TRANCHE OF PAYMENT	PERCENTAGE	SCHEDULE OF PAYMENT
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First Tranche	40% of Total Bidded Amount of Contractor	Streaming of Day 02 of Event
Second Tranche	60% of Total Bidded Amount of Contractor	Submission of Post event report

VIII. EQUITABLE PAYMENT FOR THE ACTUAL EVENTS PRODUCED

The Digital Production team to be engaged shall be given corresponding equitable payment from the total amount should the events be decreased

PARTICULARS	PAYMENT
Production of 6-8 tracks	100% of Total Contract Amount
Production of 4-5 tracks	70% of Total Contract Amount
Production of 2-3 tracks	50% of Total Contract Amount
Production of 1 track	10% of Total Contract Amount

IX. TERMS AND CONDITIONS

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is Six Hundred Sixty Thousand and Eight Hundred Pesos (₱660,800.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
2. All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event management contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally. This should be submitted to CITEM in a portable hard drive/s provided by the winning bidder.
3. All materials produced by the winning bidder should be original and aligned with CITEM's mandate.
4. The winning Digital Production Team shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.



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