

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-2022-0102

**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 OFFICIAL CONCESSIONAIRE FOR BUYERS LOUNGE OF IFEX PHILIPPINES 2022

(Please see attached Request for Quotation Form and Terms of Reference for more details.)

Approved Budget for the Contract	: PHP 396,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 12 September 2022, 12:00PM
Opening of Qualitative Evaluation Documents	: 12 September 2022, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 13 September 2022, 02:00PM

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 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.
- 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)

- **Two Proposed Menus**
- **Company profile including partial list of clients (at least three)**
- **Portfolio of projects; must have at least 2 international events with description and photos (if any)**
- **Photos of the following:**
 - Sample food presentation in a box
 - Table Set-up (buffet, cocktail, etc.)
 - Cutleries and Dining wares
 - Linens
 - Uniformed waiters

Note: Bidders shall present food samples for tasting (bite size only)

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 Eligibility Documents, Financial Bid and Qualitative Evaluation Documents 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
 Lease of Real Property and Venue
 Small Value Procurement with ABC of Php 50,001 and above
 Others: _____

Date: 07 September 2022

Company Name: _____

RFQ No.: 2022-0102

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.

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 12 September 2022	Time: 12:00PM	Venue: Zoom
Schedule of Opening of Qualitative Evaluation Documents: 12 September 2022	Time: 12:00PM	
Schedule of Opening of Eligibility Documents and Financial Bid: 13 September 2022	Time: 02:00PM	Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF OFFICIAL CONCESSIONAIRE FOR BUYERS LOUNGE OF IFEX PHILIPPINES 2022</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 440.00/PAX per DAY OR A TOTAL OF PHP 396,000.00</u></p> <p>Date Needed: 22nd to 24th September 2022</p> <p>Inclusions: AM and PM heavy snack throughout the duration of the event for 300 pax per day with free-flowing coffee/tea/juice and distilled water.</p> <p>Note: Only World Trade Center accredited concessionaires are eligible to bid</p> <p>(Please see attached Terms of Reference for more details)</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 OFFICIAL CONCESSIONAIRE
FOR IFEX PHILIPPINES 2022 BUYERS LOUNGE**

EVENT BRIEF

Title	IFEX PHILIPPINES 2022- BUYERS LOUNGE
Date	22-24 September 2022
Time	10:00 AM-6:00 PM
Venue	World Trade Center Metro Manila
Profile of Guests	Foreign and Local Trade Buyers
Budget	Php 396,000.00 (300 pax @ 440/pax/ day VAT inclusive)

SHOW DESCRIPTION

With the recent situation and impact of this pandemic in the global food business, CITEM maximizes the different platforms in promoting our Philippine food industry by staging the 15th IFEX Philippines from 22-24 September 2022, a physical exhibition complemented with digital B2B meetings, and a digital storefront in IFEXConnect, a promotions and lead generation digital platform for food suppliers and buyers.

IFEX Philippines is the biggest and most respected banner food event for Asian and Philippine Food Champions. The event showcases the next big thing in the world of food. It is a business-to-business (B2B) platform for leading buyers and top grocers around the world aiming to optimize their sourcing experience.

The event brings together the country's tropical fruits and vegetables, fresh and processed beverages, seafood, sauces and condiments, herbs and spices, gourmet, organic, healthy and functional food products.

OBJECTIVE

1. To define the selection process of choosing the Caterer
2. To enumerate the qualifications and standards in hiring the Caterer, and
3. To identify requirements for the event.

EVENT REQUIREMENTS

- **Food and Beverage**

Snack Bar set-up in the Buyers Lounge – WTC Ground Floor

- ✓ Non-negotiable menu must include the following:
AM and PM Snack - 10:00AM to 6:00PM, 22-24 September 2022
 - Finger/ tea sandwiches (2 kinds)
 - Pasta dish
 - Beverage (free-flowing coffee, iced tea, hot tea, and juice)
 - Basic requirement: supply of distilled water

- **Presentation**
 - ✓ Should be able to come up with a themed food presentation, as approved by CITEM.
 - ✓ Well-designed and elegantly skirted banquet table/s with attractive center pieces / floral arrangements / bow accents / stocking skirts
 - ✓ Use of lightings for the buffet tables with accents.
 - ✓ Must follow Covid 19 Protocol on food safety (e.g. use of disposable supplies and cutleries, service personnel in proper uniform with gloves and facemasks, food servings must be in box meal style, etc.)

- **Service/Accommodation**
 - ✓ Highly recognized quality of food and service
 - ✓ Banquet head waiter and enough number of trained and uniformed waiters
 - ✓ Other services that may be required by the IFEX PHILIPPINES Team

- **Food Delivery**
 - ✓ Delivery Site shall be the Buyers Lounge, Ground Floor, World Trade Center, Pasay, Metro Manila
 - ✓ Delivery time of the food to be served as follows:
 - AM Snacks - not later than 9:30 a.m.
 - PM Snacks - not later than 2:30 p.m.

EVALUATION AND SELECTION

Qualified bidders will be evaluated based on the following criteria:

- **TRACK RECORD**
 - ✓ Should be **at least 5 years in the industry**
 - ✓ Has **catered to an international event, particularly with foreign guests**

- **FOOD**
 - ✓ Provide high quality food and beverage.
 - ✓ Serve foods that are fresh or newly cooked (at least 2 hours prior to be served).

- **PRESENTATION**
 - ✓ Themed food presentation
 - ✓ Well-designed and elegantly skirted banquet and tables with attractive center pieces / floral arrangements / bow accents / stocking skirts.
 - ✓ Use of lightings for the buffet tables with accents.
 - ✓ Must follow Covid 19 Protocol on food safety (e.g. use of disposable supplies and cutleries, service personnel in proper uniform with gloves, and facemasks, food servings must be in box meal style, etc.)

Ratings for the qualitative evaluation are as follows:

CRITERIA	DESCRIPTION	POINTS	DOCUMENTS TO BE SUBMITTED TO END-USER
1. Menu Selection	Variety of food suitable to the international markets' taste and preference	25 points	<ul style="list-style-type: none"> Two proposed menus
2. Presentation	Food presentation – box meal type using sustainable packaging materials - 10pts Quality- taste, sanitation, and appearance - 10pts Quantity – amount per serving- 5 pts Elegance of cutleries, dining wares, linens provided - 10pts Grooming and professionalism of uniformed waiters - 10pts	45 points	Photos of the ff: <ul style="list-style-type: none"> Sample food presentation in a box Table set-up (buffet, cocktail, etc.) Cutleries and dining wares Linens Uniformed waiters
3. Company Profile	Description of the company's history, performance and reputation	15 points	Company profile including partial list of clients (at least 3)
4. Portfolio of Projects	Company must have catered to an international event, particularly with foreign guests	15 points	Portfolio of projects must have at least 2 international events with description and photos (if any)
TOTAL		100 points	

A TWG panel created by the Bids and Awards Committee will evaluate bidders. Bidders should agree to present food samples for tasting (bite size only) to aid the TWG.

The cut-off score of is **80 points**. The bidder who passed the cut-off score and the lowest calculated and responsive bid shall be declared the winner of the contract, subject to post-qualification, if required.

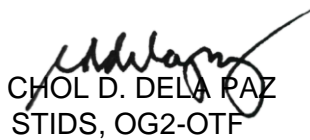
The winning bidder shall be required, before the show, to present a mock-up of the banquet which will include the crew grooming and uniform, skirted and accented cocktail and banquet tables.

Note: only WTC accredited concessionaires are eligible to bid


FINANCIAL REQUIREMENT

Approved Budget	AMOUNT
Food and Beverage @ PhP440 (inclusive of VAT)/per pax/day	PhP 396,000
TOTAL BUDGET	PhP 396,000

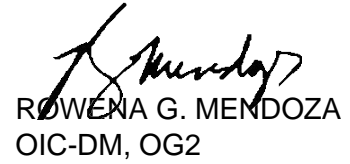
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ATTY. EVA MARIQUINA
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Recommending Approval:


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Approved by:


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