

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-2022-0118

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 THE FOOD AND BUSINESS INNOVATION CONTINUITY DIRECTOR FOR NXTFOOD PH

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

Approved Budget for the Contract	: PHP 500,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 20 September 2022, 12:00PM
Opening of Qualitative Evaluation Documents	: 20 September 2022, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 21 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)

- **Company or Individual Portfolio and/or Curriculum Vitae or Resume reflecting years of experience in the food industry, organizations led, and, if any, awards received;**
- **Contracts, Job Orders, or Certifications for related projects undertaken with CITEM and/or other agencies/organizations**

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

Date: 15 September 2022

Company Name: _____

RFQ No.: 2022-0118

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: 20 September 2022	Time: 12:00PM
Schedule of Opening of Qualitative Evaluation Documents: 20 September 2022	Time: 12:00PM
Schedule of Opening of Eligibility Documents and Financial Bid: 21 September 2022	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p align="center">HIRING OF THE FOOD AND BUSINESS INNOVATION CONTINUITY DIRECTOR FOR NXTFOOD PH</p> <p align="center">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 500,000.00</u></p> <p align="center"><i>(Please see attached Term of Reference for more details)</i></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 the Food and Business Innovation Continuity Director for NXTFOOD PH

I. Background and Rationale

NXTFOOD PH (also known as Value Food Innovation Program or VFIP) is the most comprehensive and integrated government-led assistance program for the development and marketing of Philippine food products for the local and international market. Program participants benefit from interventions such as R&D, standard and product testing, labeling and packaging development, market testing, and content marketing and promotion. The output of the program answers the question "What's NXT in the world of FOOD?"

Set to launch in IFEX Philippines to be held this 22-24 September 2022 at the World Trade Center Metro Manila, CITEM shall stage a Special Setting and simultaneously conduct marketing taste testing activities for local and international buyers to promote the products developed, partners engaged, and MSMEs empowered during the whole duration of the program. However, further product development on select NXTFOOD PH products, finalization of the product labels, post-analysis on the product testing results, printing of the actual product labels, and sustainability/continuity of the production of the said products must be undertaken to ensure that the program's objectives are seamlessly weaved and applied by the engaged MSMEs.

With these, it is imperative that CITEM stages an impactful launching of the program in IFEX Philippines 2022 and oversees the completion of the development of all the product components. Thus, it is necessary to engage the services of a Food and Business Innovation Continuity Director who will ensure the consistency of the application of the methodologies/processes on the products regarding its production, taste, consistency, application, and presentation with respect to the objectives of the program and the products.

II. Scope of Work

A. Product Launch in IFEX Philippines 2022

1. Develop a menu or line-up of cocktail dishes highlighting the 16-17 NXTFOOD PH products for the IFEX 2022 good for 200 pax max.
2. Gather and lead a team who can:
 - a. Provide / shoulder the purchase and/or rental of the ingredients/props/presentation materials
 - b. Conduct ingress and egress based on the schedule of CITEM
 - c. Handle the preparation and serving of the approved cocktail menu/line-up to all invited guests by CITEM. Ensure proper segregation and disposal of the paraphernalia used / waste generated.
3. Provide technical direction, oversee translation and application or curation, and ensure quality assurance of the product application and key messaging of the NXTFOOD PH in all critical components and activities (schedule and implementation of the product tasting of CITEM and the companies, NXTFOOD PH signages, visual merchandising, marketing, etc.) of the show, whether physical, digital, or hybrid
4. Portray the role of a Brand Ambassador by participating in the IFEX show proper and as necessary, other PR activities such as media interviews, briefing or promotional events, and the like

5. As necessary, provide inputs and recommendations on materials created by CITEM in line with the NXTFOOD PH / VFIP brand

B. Continuation of the Integrated Assistance and Intervention

1. Product Development: Recommend additional areas of intervention or product development assistance to be adopted or applied by the companies in the production of the enrolled products, as may be applicable, to ensure its compliance with the product and program objective and commercial appeal to local and international market
2. Product Analysis: Research and provide guidance prior to the submission of the products qualified for the second batch of product testing/analysis to ensure its safety and compliance with export standards and recommend next steps for improvement or implementation based on the results of the product analysis
3. Product Label Design and Printing: Oversee the progress and provide inputs and recommendations on the product labels to be developed by CITEM's partner/s and ensure the consistent translation of the approved product design labels and packaging during its printing by CITEM's partner and application in their packaging by the MSMEs
4. Market Testing Activities and Promotion in Overseas Trade Fairs: Provide direction on how the products included in the first phase of the VFIP can best be promoted in specific target markets by identifying specific locations and its food application for CITEM's reference in the development of promotional materials and consideration in finalizing the line-up of exhibiting Philippine MSMEs;
5. Next Steps: As a continuing program, make recommendations on next steps on the VFIP Phase 1 pilot companies' possible enhancement/further innovations for the next edition of IFEX Philippines, or strategic approach to NXTFOOD PH presentation/participation in select overseas trade fairs

C. Other Responsibilities

1. As necessary and together with CITEM, ensure quality control and conduct continuous evaluation of the products regarding its processing/production, taste, appearance, and presentation
2. Provide inputs and recommendations on materials or activities created or developed by CITEM in line with NXTFOOD PH / VFIP
3. Adhere to agreed timelines of the projects and shall give utmost importance to budget allocation for project components when proposing concepts and activities
4. Attend or join, if not preside, all coordination meetings and presentations with CITEM, DTI offices, or partner agencies, MSMEs, and suppliers within Metro Manila and CALABARZON. Meetings outside of Metro Manila shall be subject to the approval of CITEM. Travel expenses such as hotel accommodation, insurance, transportation, and other expenses related to visits and travels, where the attendance of the Director and CITEM is necessary for the program's implementation, shall continue to be on the account of CITEM.

5. Shall be responsible in implementing precautionary and safety measures (as necessary Complete PPE, swab testing, social distancing) if physical presence or coordination is deemed necessary.
6. Provide CITEM with updates or, as necessary, reports for the services or deliverables undertaken or completed

III. Qualifications and Mode of Procurement

The Food and Business Innovation Continuity Director must be an individual or company, with key officer/s or staff, that satisfies the qualifications below:

QUALIFICATIONS	DOCUMENTARY REQUIREMENT	POINTS
Proof of combined experience in the field of food and beverage service or culinary arts, food product development, and the like: <i>10 years and above: 20 points</i> <i>9 years and below: 10 points</i>	Company or Individual Portfolio and/or Curriculum Vitae or Resume reflecting years of experience in the food industry, organizations led, and, if any, awards received Contracts, Job Orders, or Certifications for related projects undertaken with CITEM and/or other agencies/organizations may also be submitted.	20
Proof of directorial engagements in at least three government projects and/or agencies/organizations to lead and/or manage culinary or food services or product development <i>3 and above projects or agencies: 20 points</i> <i>2 projects or agencies and below: 10 points</i>		20
Proof of experience in working with events (trade expos, conferences, fora) that is international in nature or with dignitaries from foreign countries <i>3 events and above: 30 points</i> <i>2 events: 20 points</i> <i>1 or 0 events: 0 points</i>		30
Proof of influence in the food industry demonstrated by holding key leadership positions in industry-related organizations for at least one year; and <i>2 years and above: 20 points</i> <i>1 year & 11 months and below: 10 points</i>		20
Proof of completed satisfactory marketing or activation projects with CITEM for its local and/or international food projects <i>3 or more projects: 10 points</i> <i>2 projects and below: 0 points</i>		10
BONUS: Proof of directorial engagement specific to food and beverage product development or innovation <i>1 or more projects/engagements: 10 points</i>		10 bonus points

Only the bidder with a minimum score of 90 points shall be qualified to proceed with the opening of financial bids. CITEM shall undertake Small Value Procurement for the processing of this requirement.

IV. Period of Engagement and Timeline of Deliverables

DELIVERABLE	TIMELINE	BUDGET PERCENTAGE
Submission of the following: 1. Menu or Line-Up for the 16-17 NXTFOOD PH Products to be served during IFEX 2022 for CITEM's review and approval 2. Name and contact details of the team who will work during the IFEX 2022 for the provision of the badges	20-21 Sept 2022	10%
Ingress for IFEX Philippines - Preparation of the Line-Up / Menu - Set-Up of the Presentation Materials and Props in WTCMM	21 Sept 2022	40%
IFEX Philippines 2022 Proper: Oversee/Management of the NXTFOOD PH Special Setting (Sept 22-24)	22-24 Sept 2022	
Supervision of the Product Development and Submission of the 2 nd batch of Products by the MSMEs for Product Analysis and the Product Label Design and Printing	Until Nov 2022	15%
Submission of the Proposal re the Promotion of the NXTFOOD PH products in Overseas Trade Fairs for CITEM's consideration. Said proposal must include the products developed and the following: - the top 3 markets for the said product, - proposed food application in their specific market, and - Other activities or messaging direction and recommendations that CITEM may undertake to further promote the products developed	Until Dec 2022	30%
Submission of Report and Other Materials		5%

V. Budget and Schedule of Payment

Budget allocation is **FIVE HUNDRED THOUSAND PESOS (PHP 500,000)** only, inclusive of taxes and other applicable charges and will be sourced from the IFEX Philippines 2022 Budget.

Schedule of Payment

Milestone	Total Amount
After the following: - Approval of the Menu for the IFEX 2022 - Conclusion of the IFEX Philippines 2022	50%
After the following: - Submission of the final comments/recommendations and approval on the product labels - Submission of the final report outlining the services undertaken and/or deliverables submitted per phase (Product Development, Product Analysis, Product Labels, Product Launching, and Others) with Recommendations	50%

VI. Other Terms and Conditions

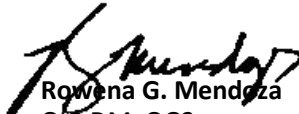
1. All materials or activities to be proposed or developed by the Director should be original and aligned with CITEM's mandate.
2. The winning bidder shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.
3. CITEM reserves the right to make the necessary deductions and/or penalties from the total payment:
 - a. Deductions shall be made according to the equitable value per activity or deliverable as stated above. Should CITEM deem the services of the supplier unsatisfactory, incomplete, or the supplier violates any of the agreed upon terms anytime within the duration of the contract, the supplier shall only receive 80% of the equitable value of each unsatisfactory or incomplete activity or deliverable produced or undertaken.
 - b. Should the supplier remedy or adjust any unsatisfactory, partial or initial deliverable or service within the prescribed timeline, said deduction will be waived.
 - c. In case of emergencies (health reasons or force majeure), they shall only be paid the equitable value of services rendered or deliverables submitted.
4. CITEM shall inform the supplier of any changes or adjustments in the program, schedule / timeline, and other pertinent updates affecting the project.

Prepared by:



Rianna Elaine Custodio
TIDS, OG2-SE

Recommending Approval:



Rowena G. Mendoza
OIC-DM, OG2

Approved by:



Ma. Lourdes D. Mediran
Deputy Executive Director