

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-2023-0128-R1

**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 CATERING SERVICES FOR MANILA FAME SPECIAL EVENT**

*(Please see attached Request for Quotation Form and Terms of Reference for detailed requirement and scope of work)*

Approved Budget for the Contract	: <b>PHP 500,000.00</b>
Deadline of Submission of Eligibility Documents, Financial Bid, and Post-Qualification Documents	: <b>11 October 2023, 05:00PM</b>
Opening of Eligibility Documents and Financial Bid	: <b>12 October 2023, 02:00PM</b>
Food Tasting	: <b>A day or two after the opening of bids</b>

Conduct of Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph) for request of these links. The link will be released on the actual day of the procurement activity. The food tasting shall be held in CITEM Office at OG-1 Meeting Room.

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 provided that the renewed permit shall be submitted before the award of the contract.*
- 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**
- 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 / Compressed Folder)*

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

*Post-qualification Documents (3rd Envelope / Compressed Folder)*

- Photos of tiffany chairs / black cross back chairs;**
- Sample table layout photos;**

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](mailto: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 Post-Qualification 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](mailto: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       Small Value Procurement with ABC of Php 50,001 and above  
 Lease of Real Property and Venue                       Others: \_\_\_\_\_

Date: 06 October 2023  
RFQ No.: 2023-0128-R1

Company Name: \_\_\_\_\_  
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](mailto:citembac@citem.com.ph).

<i>Deadline of Submission of Eligibility Document, Financial Bid, and Post-Qualification Documents:</i> <b>11 October 2023</b> <i>Time:</i> <b>05:00PM</b>
<i>Schedule of Opening of Eligibility Documents and Financial Bid:</i> <b>12 October 2023</b> <i>Time:</i> <b>02:00PM</b> <i>Venue:</i> <b>ZOOM</b>
<i>Food Tasting:</i> <b>A day or two after opening of bids</b> <i>Time:</i> <b>To be announced</b> <i>Venue:</i> <b>CITEM, OG-1 Meeting Room</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>HIRING OF CATERING SERVICES FOR MANILA FAME SPECIAL EVENT</b></p> <p><i>(Please see attached Terms of Reference for detailed requirements and scope of work)</i></p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 500,000.00</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**  
**Provision of Food/Catering Services for the Manila FAME 2023 Special Event**

**I. BACKGROUND AND RATIONALE**

For decades, the **Center for International Trade Expositions and Missions (CITEM)**, as the DTI's export promotion arm of the government, has poured in considerable effort and modest achievements to banner our products and services to the world market given its limited resources. One of our signature events, the **Manila FAME**, the Philippines' premier trade show for quality home, fashion, and lifestyle products is celebrating its **40th "Ruby" anniversary** and its return onsite after three years since the pandemic, on 19-21 October 2023 at the World Trade Center Metro Manila.

In line with this, **we are staging the Manila FAME's "Pagsibol: A Gala Night Celebrating Filipino Artistry"** with **First Lady Liza Araneta Marcos as our invited Guest of Honor and Keynote Speaker**. This will be a gathering of members of the diplomatic corps, government officials, businessmen, and international buyers and exhibitors at the National Museum of Natural History on 19 October 2023 at 6:00 PM.

The event is set to honor this year's best in Philippine design through KATHA Awards in the home, fashion, and lifestyle sectors. However, a highlight of this special event is a fashion show celebrating the fabled Manila Carnival Queens of 1900s and the reimagination of the "Bagong Anyo" showcasing the creativity of our local designers using local textiles and indigenous materials.

In order to fully implement the fashion show, we need a caterer to provide food and refreshments for the guests of the Pagsibol event.

**II. QUALIFICATIONS**

- Must be able to provide Catering Service on October 19, 2023 for the 6pm event (needs to have an ample time for ingress);
- Must be operating in Metro Manila Area;
- Must have at least three (5) years business operation with experience in catering meetings in private and government agencies/corporations;
- Possess a valid business permits necessary for the operation of a business providing catering services;

**III. PARTICIPANTS**

The event will gather an estimate 300 pax which will include international and local trade buyers, Manila FAME exhibitors, Senators, Congressmen, the diplomatic corps, government officials, businessmen.

**IV. SCOPE OF WORK and REQUIREMENTS**

The Catering Services Provider shall provide meals (heavy cocktails) and beverages during the Pagsibol event subject to the following terms and conditions:

- A well-balanced Filipino cuisine for 300 persons, preferably composed of dishes considered as favorite party varieties;
- Managed buffet and/or waiter service in a cocktail setting, with preferred dry heavy cocktail/dinner menu:
  - a. 3 appetizers

- b. 2 kinds of pastas
  - c. 1 beef or pork
  - d. 1 chicken
  - e. 1 fish/seafood
  - f. 3 kinds of dessert
  - g. Assorted Fruits
  - h. Soda and juice/iced tea; Wine
- Complete set of dinnerware, cocktail plates, flatware, glassware and all necessary dining materials good for 300 pax with reasonable allowance;
  - Provide Three (3) stations for beverages with two (2) water dispenser per station, throughout the function;
  - Provision of 20 cocktail tables with tablecloth and floral centerpiece arrangement and candles;
  - Provision of a proportionate number of tiffany chairs in a theatre type format for 200 VIP pax that will surround the stage;
  - Waiters and waitresses to serve and on stand-by;
  - Service staff should be in proper uniform;
  - Arrange for and shoulder their team and traveling expenses (air fare [when applicable] / land transfers, accommodation, meals), logistical expenses (shipment, rentals, etc.) and all necessary permits needed for the implementation of the program;
  - The service provider shall warrant the food and beverages are free from latent defects and spoilage. Also, it shall ensure that the quality of food, either raw, processed, or cooked complies with sanitation standards;
  - The preferred service provider must be prepared to cater for all dietary preferences, including but not limited to religious, culture, vegetarian, halal, and kosher;
  - All other incidental expenses in the performance of this agreement/package shall be covered by the provider unless previously agreed to by the CITEM TWG;
  - Service provider to set-up and keep food wrapped and sealed appropriately until served, cold or warm dishes;
  - Service provider to remove and return to CITEM all left-over food in a well-packed and professional manner;
  - Provided premises must be left clean and tidy; No dishes will be allowed to be washed at the venue premises;

#### V. PERIOD OF ENGAGEMENT

The Catering Services provider shall be contracted from the issuance of Job Order until the October 19, 2023.

#### VI. EVALUATION AND SELECTION

##### Technical Specification

Interested bidder/s will undergo a post-Qualitative evaluation, based on the parameters below. Contract shall be awarded to the lowest calculated and responsive bidder. Lowest financial bid will be evaluated first. CITEM TWG to evaluate food thru food tasting for 3 pax the and evaluate sample table layout and photos of tiffany chairs/ black cross back chairs (to be submitted). Food samples should be done at the OG-1 room on the day of a day or two after the opening of bids. Passing rate at 80%.

CRITERIA	POINTS
Taste and Quality of Food	40%
Serving Size/ Balanced Menu/Complimentary Dishes	20%
Food Presentation	20%
Table Set-up and Presentation	20%
<b>TOTAL</b>	<b>100</b>

**VII. BUDGET AND MODE OF PAYMENT**

Mode of Procurement: Small Value Procurement

Total budget is **Php 500,000.00** inclusive of applicable taxes, with payment shall be made upon caterer's issuance of statement of account.

Prepared by:



**ALFREID GAINES P. ANTONIO**  
STIDS  
OG-1 SIGNATURE EVENTS TEAM

Noted by:



**MARIO F. EYO**  
OIC-Department Manager, OG-1



**SHAIRA JOY N. NACINO**  
SP-STIDS, OG1-SET

Approved by:



**MA. LOURDES D. MEDIRAN**  
Deputy Executive Director