

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-2024-0062

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 STUDIO OR COMPANY TO PRODUCE PRODUCT LAUNCH-STYLE VIDEOS FOR
KATHA AWARDS FINALISTS OF IFEX PHILIPPINES 2024**

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

| | |
|--|---------------------------------|
| Approved Budget for the Contract | : PHP 350,000.00 |
| Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents | : 25 March 2024, 05:00PM |
| Opening of Qualitative Evaluation Documents | : 25 March 2024, 05:00PM |
| Opening of Eligibility Documents and Financial Bid | : 26 March 2024, 02:00PM |

Conduct of Opening of Bids shall be held virtually thru 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 link will be released on the actual day of the procurement activity.

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)

1. Mayor's Permit for the current year or for individuals exercising a profession, 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.

2. 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.

3. Notarized Omnibus Sworn Statement

4. 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.**

Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- BIR Certificate of Registration / Curriculum Vitae / Company Portfolio or any document to show years of experience**
- Portfolio and list of clients**

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

- | | |
|--|--|
| <input type="checkbox"/> Shopping with ABC of Php 50,001 and above | <input checked="" type="checkbox"/> Small Value Procurement with ABC of Php 50,001 and above |
| <input type="checkbox"/> Lease of Real Property and Venue | <input type="checkbox"/> Others: _____ |

Date: 21 March 2024

RFQ No.: 2024-0062

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.

| | |
|---|---|
| <i>Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents:</i> 25 March 2024 | <i>Time:</i> 05:00PM |
| <i>Schedule of Opening of Qualitative Evaluation Documents:</i> 25 March 2024 | <i>Time:</i> 05:00PM |
| <i>Schedule of Opening of Eligibility Documents and Financial Bid:</i> 26 March 2024 | <i>Time:</i> 02:00PM <i>Venue:</i> Zoom |

| QTY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION | UNIT PRICE | AMOUNT |
|-----|------|--|------------|--------|
| 1 | lot | <p style="text-align: center;">HIRING OF A STUDIO OR COMPANY TO PRODUCE PRODUCT LAUNCH-STYLE VIDEOS FOR KATHA AWARDS FINALISTS OF IFEX PHILIPPINES 2024</p> <p style="text-align: center;"><u>APPROVED BUDGET FOR THE CONTRACT: PHP 350,000.00</u></p> <p><u>Engagement Period:</u> From Issuance/Signing of Job Order to 29 April 2024 <u>Venue:</u> CITEM Studio, CITEM Office <u>Output: 24 videos</u></p> <ul style="list-style-type: none"> 10-second video per product 16:9 aspect ratio, landscape. <p><u>Terms of Engagement and Inclusions:</u></p> <ul style="list-style-type: none"> Pre-planning, production, curation, and editing (audio, texts, and logos) 8 licensed audio clips to be used in the 24 videos. Versions of all Videos formatted to social media aspect ratio, 9: 16 portrait. Turnover of all raw and final edited videos in 1 terabyte hard drive. Turnover of all licensed audio Logistics, props, and incidental fees All videos and licensed audios used are property of CITEM after the execution of this project Audio license terms of use shall conform to the source site or company it was purchased from (industry standard is 1 download per media format) <p style="text-align: center;"><u>(Please see attached Qualitative Evaluation Form 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 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: _____

QUALITATIVE EVALUATION

IFEX 2024 - Hiring of a Studio or Company to produce product launch-style videos for Katha Awards Finalists

COMPANY TO BE RATED:

RATEE:

| CRITERIA | VALUE POINT |
|--|-------------|
| 1. Has more than 5 years of experience in the field of photo/ video production | 20 |
| 2. Must have extensive experience in food styling. <ul style="list-style-type: none">• 20 projects and more involving food styling:• 10-19 projects: 10 pts.• Less than 10: 5pts | 20 |
| 3. Must have extensive experience in food video production. <ul style="list-style-type: none">• 20 projects and more involving food styling: 40pts.• 10-19 projects: 20 pts.• Less than 10: 10 pts | 40 |
| 4. Must have experience in working with government-led programs on food. . <ul style="list-style-type: none">• 10 projects and more: 20pts• Between 5-9 projects: 10 pts.• Less than 5 projects: 5 pts | 20 |
| TOTAL | 100 |

Passing Rate: 90%

Documents to Submit:

Criteria #1: BIR Certificate of Registration (COR) /CV / Company Portfolio or any document to show years of experience.

Criteria #2: Portfolio and list of Clients

Criteria #3: Portfolio and list of Clients

Criteria #4: Portfolio and list of Clients

Only bidders who passed the passing rate of 90 % shall proceed to the opening of financial bids.

Award of Contract shall be to the Lowest Calculated and Responsive bidder.