

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-2024-0073

**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 PRODUCTION OUTFIT FOR IFEX PHILIPPINES 2024**

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

Approved Budget for the Contract	: PHP 950,000.00
Pre-Bid Conference	: 11 April 2024, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 15 April 2024, 05:00PM
Opening of Qualitative Evaluation Documents	: 15 April 2024, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 16 April 2024, 02:00PM

Conduct of Pre-bid Conference and Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. Link of the aforementioned procurement activities may be requested through the BAC Secretariat at [citembac@citem.com.ph](mailto: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)*

- 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.*
- 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**
- 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)*

- Any government-issued document reflecting years in the industry and primary business**
- List/portfolio indicating:**
  - Completed locally held international live events with attached certificate of completion from contracting agency / proof of contract; and**
  - Completed food-oriented live event production with attached certificate of completion from contracting agency / proof of contract.**
- Profiles and events of proposed host**

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 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](mailto: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](mailto: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: 05 April 2024  
RFQ No.: 2024-0073

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>Pre-Bid Conference: 11 April 2024</i>	<i>Time: 02:00PM</i>	<i>Venue: Zoom</i>
<i>Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 15 April 2024</i>		
	<i>Time: 05:00PM</i>	
<i>Schedule of Opening of Qualitative Evaluation Documents: 15 April 2024</i>		
	<i>Time: 05:00PM</i>	
<i>Schedule of Opening of Eligibility Documents and Financial Bid: 16 April 2024</i>		
	<i>Time: 02:00PM</i>	<i>Venue: Zoom</i>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>HIRING OF OFFICIAL PRODUCTION OUTFIT FOR IFEX PHILIPPINES 2024</b></p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 950,000.00</u></p> <p><b>Event Date:</b> May 10, 11 and 12, 2024  <b>Ingress Date:</b> May 08 to 09, 2024 (08:00AM – 11:00PM)  <b>Egress Date:</b> May 12, 2024 (Closing of Event)  <b>Venue:</b> To be advised (Preferably within 3.5km radius from CITEM)</p> <p><b><u>(Please see attached Terms of Reference for more details.)</u></b></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 PRODUCTION OUTFIT FOR IFEX PHILIPPINES 2024**

**I. Event Details**

<b>Event Dates</b>	May 10,11 & 12 2024
<b>Ingress Date</b>	May 08 - 09, 2024 (08:00am – 11:00pm)
<b>Egress Date</b>	May 12, 2024 (Closing of Event)
<b>Venue</b>	To be advised by the operations group (preferably within 5km radius from CITEM)

**II. Outline of Activities**

<b>Specifics</b>	<b>Date</b>
a. Opening Ceremony	May 10, 2024 (10:00 am – 12:00 nn)
b. IFEX Kitchen	May 10, 2024 (01:00 pm – 6:00 pm) May 11, 2024 (10:00 am – 6:00 pm) May 12, 2024 (10:00 am – 6:00 pm)

**III. Event Requirements**

**A. OPENING CEREMONY**

*10 May 2024 | 10AM -12NN*

*Location: To be advised by Operations Group*

<b>SPECIFICS</b>	<b>NO. OF UNITS</b>	<b>DAYS / TIME</b>	<b>DESCRIPTION</b>
<b>TECHNICAL REQUIREMENTSS</b>			
LED Wall	1 lot	3 days / 10:00 am – 6:00pm	9 ft x 12ft with System, structure and structure covering
Lighting Provision	1 lot	0.5 day / 10:00 am – 12:00nn	Lighting provision applicable for Opening Ceremony
Professional Sound System	1 lot	3 days / 10:00 am – 6:00pm	Specific requirements – must include: (3 units) Wireless microphones (3 units) Lapel microphone (6 units) Comsets
Camera Set-up	2 units (1 static, 1 roving)	0.5 day / 10:00 am – 12:00nn	Live streaming and recording
<b>MANPOWER</b>			
Host / Masters of Ceremony	1 pax	0.5 day / 10:00 am – 12:00nn	Shall be in-charge of welcoming guests, introducing speakers, and providing needed fillers during the Opening Ceremony program.  Shall be in-charge of announcing the upcoming events and activities.
Production team	3 pax	0.5 day / 10:00 am – 12:00nn	Shall be in-charge of the installation and dismantling of the lighting and sound equipment

Audio and Visual Operators	3 pax	0.5 day / 10:00 am – 12:00nn	In charge of operating the assigned equipment and ensuring the functionality of the rented equipment  Must know how to handle music selection in coordination with the team, and to handle over-all show production and stage direction
Cameramen	2 pax	0.5 day / 10:00 am – 12:00nn	In charge of operating the camera during live broadcasts or other programming
Camera Switch and monitor	1 pax	0.5 day / 10:00 am – 12:00nn	In charge of switching views on monitor/ live.
Technical Director	1 pax	0.5 day / 10:00 am – 12:00nn	In charge of event direction and specifics during the live events according to the agreed program with CITEM. Must ensure the smoothness of the transition of segments according to the program
<b>OTHER REQUIREMENTS</b>			
Event script	3-day event script		Must provide a transcript where the dialogue of the host, and one or more presenters and the order in which they will occur is indicated.
Flower Arrangements	2 units		Must provide two (2) pieces of standing flower arrangements with ribbon (material preference shall be discussed by CITEM) for the opening ceremony.
Live streaming	1 lot	0.5 day / 10:00 am – 12:00nn	Production outfit must be able to stream the event on IFEX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.

## B. IFEX KITCHEN

*Date/Time:*

*May 10, 2024 (01:00 pm – 6:00 pm)*

*May 11, 2024 (10:00 am – 6:00 pm)*

*May 12, 2024 (10:00 am – 6:00 pm)*

SPECIFICS	NO. OF UNITS	DAYS / TIME	DESCRIPTION
<b>TECHNICAL REQUIREMENTS</b>			
LED Wall	1 lot	3 days / 10:00 am – 6:00pm	9 ft x 12ft with System, structure and structure covering
LED Wall Housing	2 units	3 days / 10:00 am – 6:00pm	Fabrication and printing of LED Wall housing ( <i>Technical detail shall be supplied by EDD</i> )
Lighting Provision	1 lot	3 days / 10:00 am – 6:00pm	Lighting provision applicable for Opening Ceremony
Professional Sound System	1 lot	3 days / 10:00 am – 6:00pm	Specific requirements – must include: (3 units) Wireless microphones (3 units) Lapel microphone (6 units) Comsets
Camera Set-up	2 units (1 static, 1 roving)	3 days / 10:00 am – 6:00pm	Live streaming and recording

Bleachers	2 units	3 days / 10:00 am – 6:00pm	3 Level Bleachers for 18 pax 10feet wide x 8 feet thick x 6 feet high
<b>MANPOWER</b>			
Host / Masters of Ceremony	1 pax	3 days / 10:00 am – 6:00pm	Shall be in-charge of introducing speakers or segments of IFEX Kitchen and providing needed fillers during program.
Production team	3 pax	3 days / 10:00 am – 6:00pm	Shall be in-charge of the installation and dismantling of the lighting and sound equipment
Audio and Visual Operators	3 pax	3 days / 10:00 am – 6:00pm	In charge of operating the assigned equipment and ensuring the functionality of the rented equipment  Must know how to handle music selection in coordination with the team, and to handle over-all show production and stage direction
Cameramens	2 pax	3 days / 10:00 am – 6:00pm	In charge of operating the camera during live broadcasts or other programming
Camera Switch and monitor	1 pax	3 days / 10:00 am – 6:00pm	In charge of switching views on monitor/ live.
Technical Director	1 pax	3 days / 10:00 am – 6:00pm	In charge of event direction and specifics during the live events according to the agreed program with CITEM. Must ensure the smoothness of the transition of segments according to the program
<b>OTHER REQUIREMENTS</b>			
Event script	3-day event script		Must provide a transcript where the dialogue of the host, and one or more presenters and the order in which they will occur is indicated.
Live streaming	1 lot	3 days / 10:00 am – 6:00pm	Production outfit must be able to stream the event on IFEX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.

#### IV. QUALIFICATION REQUIREMENTS

Criteria for Award: Lowest Calculated and Responsive Bidder

Mode of Procurement: Small Value Procurement

Passing rate: 90%

*Note: Only bidders who passed the Qualitative Evaluation shall proceed with the opening of financial bid.*

CRITERIA	VALUE POINT
<p><b>1. Expertise and Experience</b> The company should be <b>at least 10 years in the industry whose primary business should be live events production/contractor.</b></p> <p>Length of business:</p> <ul style="list-style-type: none"> <li>• 10 years or more (20 points)</li> <li>• 5-9 years (10 points)</li> <li>• 4 years and below (5 points)</li> </ul> <p>Document Required: Any government-issued document reflecting years in the industry and primary business.</p>	20
<p><b>2. Experience in locally held international live event production</b> The company must have completed <b>locally held international live event production</b> with quality and good standing within the last 5 years.</p> <ul style="list-style-type: none"> <li>• 4-5 Live events or more (30 points)</li> <li>• 1-3 Live events (15 points)</li> </ul> <p>Document Required: List/portfolio detailing their completed locally held international live events with attached certificate of completion from contracting agency / proof of contract.</p>	30
<p><b>3. Experience in food-oriented live event production</b> The company must have completed <b>food-oriented live event production</b> with quality and good standing within the last 5 years.</p> <ul style="list-style-type: none"> <li>• 3-5 Live events or more (40 points)</li> <li>• 1-2 Live events (20 points)</li> </ul> <p>Document Required: List/portfolio detailing their completed food-oriented live event production with attached certificate of completion from contracting agency / proof of contract.</p>	40
<p><b>4. Roster of Host</b> The company must be able to submit <b>at least three prospective hosts</b> for the event.</p> <ul style="list-style-type: none"> <li>• Proposed Hosts has at least 3-5 food-oriented live events within the last 5 years (10 points)</li> <li>• Proposed Hosts has at least 1-2 food-oriented live events within the last 5 years (5 points)</li> </ul> <p>Document Required: Profiles and events of proposed Host</p>	10
<b>TOTAL</b>	<b>100</b>

**V. Indicative Program and Requirements**

**B. IFEX PHILIPPINES 2024 OPENING CEREMONY**

10 May 2024 | 10AM -12NN

Location: To be advised by Operations Group

**NOTIONAL PROGRAM**

Date/Time	Activity	Requirements	Manpower
9:00 AM - 10:00 AM	Arrival and Registration of Guests		- Host/ Emcee - Technical Crew for Equipment Management
10:00 AM – 11:00 AM	Invocation and National Anthem Pasay City’s Safety Video	- Platform - Sound System - Lighting Requirements - LED Wall	- Production Team (1 Director, 2 Assistants)
	Opening Spiel by: MC		
	<b>Welcome Remarks</b> <i>CITEM Executive Director</i>		
	<b>Video Presentation</b>		
	<b>Special Message</b> IFEX Key Partner (Business Support Organization) <i>To be Identified</i>		
	<b>Keynote Message 1</b>		
	<b>Keynote Message 2</b>		
11:30 AM - 11:30 NN	VIP Tour of Exhibits & Food Sampling		

**B. IFEX KITCHEN**

Date/Time:

May 10, 2024 (01:00 pm – 6:00 pm)

May 11, 2024 (10:00 am – 6:00 pm)

May 12, 2024 (10:00 am – 6:00 pm)

Location: To be advised by Operations Group

No. of Attendees: 36 public audience

Time	Activity	Requirements	Manpower
<b>DAY 1</b>		Live Streaming, Cameras	- Host/ Emcee - Technical Crew for Equipment Management
1:00 PM – 5:00 PM	Cooking Demo / Product Presentation		
<b>DAY 2 &amp; 3</b>			- Production Team (1 Director, 2 Assistants)
10:00 AM – 06:00PM	Cooking Demo / Product Presentation		

## VI. TERMS AND CONDITIONS

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is **Nine Hundred Fifty Thousand Pesos (P950,000.00)** 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.
3. The winning Production Outfit 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.

### Prepared by:

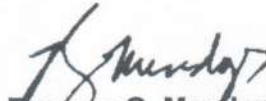


**Katherine May G. Apodaca**  
STIDS - EDD  
CCSD

### Recommending Approval:

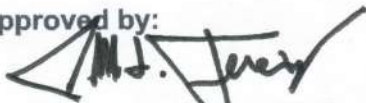


**Norman D. Bagulbagul**  
OIC - Department Manager  
CCSD



**Rowena G. Mendoza**  
OIC - Department Manager  
OG2

### Approved by:



**Dr. Edward L. Ferreira Ph.D**  
Executive Director, CITEM

