

HRAS - PROCUREMENT

REQUEST FOR QUOTATION

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			PR No.	.:	BDTP - 4	8224
			Date:		05/05/202	22
			R.F.Q.	No.:	202205-1	1309
Gentler	man [.]		Delivery		May 16 to	June 25, 2022
Please q	quote hereunder y	ion be signed	possible price(s) for the following item(s) which is/are urgid, sealed or stamped and submitted to the Supply Section enue, Makati City, Metro Manila.	ently ne n, Grou	eeded by th und Floor D	is office. It is epartment of Trade
NO	QUANTITY	UNIT	ARTICLE	UNIT	PRICE	TOTAL PRICE
	1.0	UNIT	Provision of Services Provision of Services as Special Events Coordinator for the 2022 Hybrid National Food Fair. OBJECTIVE: To help the BDTP organize and facilitate the smooth flow of at least sixteen (16) business talks/lectures, eight (8) live cooking demonstrations by high caliber chefs, four (4) live wine mixing demonstrations using local fruit wines, and videos featuring Philippine culinary destinations. All side events will be simultaneously live streamed on Facebook, You Tube, Instagram and Tiktok, and also recorded for future use. Topics to be discussed by the speakers must			
Remark	(S	All items sh	nould be treated as one lot. ABC is Php 990,000.			
-	red by: ILEEN P. VIST			K	MARY ANN UPERVIS	ours, anizoupular/ ND. YULAS ING ADMIN. 8
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		focus on global trends that are shaping the food and beverage ecosystem. Among these topics are organic and additive-free food packaging, ondemand food supply chain and consumption, smart and sustainable food production, plant-based meat technology, new science of food for health and immunity, and food mash-ups, among others. MINIMUM QUALIFICATIONS: 1.Must have experience of at least four (4) years in organizing and managing special events both for private and government. 2.Must have at least one (1) year experience in handling virtual events for local and/or international. SCOPE OF WORK/TIMETABLE - 2022				
Remarks	All items sh	nould be treated as one lot. ABC is Php 990,000.				
Prepared by: Usery truly yours, MUCAN 2 CHAPLE ILEEN P. VISTA ADMIN OFFICER IV Very truly yours, MARY ANN D. YULAS SUPERVISING ADMIN.					in joughlar	
Department of Trade and	DTI SHOPPING COMMITTEE Department of Trade and Industry As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.					
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NO	QUANTITY	UNIT	ARTICLE	UNIT	PRICE	TOTAL PRICE
			Recommend a special thematic program of special events for the 2022 Hybrid National Food Fair May 16 - 24 Design and develop the program content and provide script and sequence guide for the following live/face-to-face presentations from day 2 to day 5. 1.BUSINESS TALKS: at least sixteen (16) lectures focusing on the organic and additive-free fpackaging, on-demand food supply chain and consumptioood n, smart and sustainable food production, plant-based meat technology, new science of food for health and immunity, and food mash-ups 2.COOKING DEMOs using products bought from MSME participants: Eight (8) live demos			
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Remark	(S	All items sl	-six (6) thematic and -two (2) Halal cuisines 3.WINE MIXING DEMOs using products bought from MSME participants: Four (4) live wine mixing demonstrations; at least two (2) recipes per day. 4.VIDEO PRESENTATIONS: Total of eight (8) relevant videos for four (4) days about Philippine culinary artistry e.g. Food and travel destinations, Pinoy food going global, and cooking demonstrations. Ensure the engagement of well-known resource speakers of national caliber from the food industry as well the government sector to talk about new development and services including			
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NO	QUANTITY	UNIT	ARTICLE	UNI	PRICE	TOTAL PRICE
Pomori		All items of	those endorsed by the Food and Nutrition Research Institute and Industrial Technology Development Institute of the Department of Science and Technology, Philippine Trade Training Center, Design Center of the Philippines, Food and Drug Administration, Philippine Coconu Authority, Department of Trade and Industry- Rural Agro-Industrial Partnership for Inclusive Development and Growth (RAPID Growth) and the Intellectual Property Office of the Philippines, among others. The consultant shall also hire/engage the services of Meaningful Travels Philippines or another group from Mindanao who is able to present the Pagana Maranao cultural show. Hire and directly manage at least four (4) high	t		
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			caliber chefs to conduct live cooking demonstrations for four (4) days. Ensure the engagement of BARMM for the Halal food. For the cooking demonstrations, each chef shall showcase at least two (2) recipes per day. Each chef shall also provide creative inputs in developing the lineup of distinctive recipes and kitchens from Luzon, Visayas and Mindanao. Hire and directly manage a competent bartender to discuss and demonstrate professional mixing methods and techniques showcasing various Philippine wines. The bartender shall also promote local wine products of MSMEs showcased during the National Food Fair 2022. Provide cooking utensils and equipment like			
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			pots and pans, small appliances, ingredients, supplies and aprons with HNFF design to be used for the wine mixing and cooking demonstrations. Develop and organize the mechanics and conduct of raffle activities for four (4) days. Provide corresponding prizes to encourage active participation of viewers during the live business talks/lectures. Ensure that all presenters in the special events activities are fully vaccinated and have received at least one booster shot. Will provide the BDTP with copies of vaxx cards/booster shots. Hire and provide whole production and technical team composed of script writer, host,			
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REQUEST FOR QUOTATION Sealed Bidding PR No.: Date: 05/05/2022 R.F.Q. NO.: 202205-11309 Delivery May 16 to June 25, 2022 Requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyal Avenue, Makati Cily, Metro Manila. NO QUANTITY UNIT ARTICLE UNIT PRICE TOTAL PRICE technical director, logistics staff, administrative slaff and photo documenter to cover the special events for four (4) days. Conduct the special events Satisfaction Feedback survey, prepare summary and analysis of the results to be submitted to BDTP. Submit approved Final Program of Special Events for publication and promotion May 25 Direct and oversee the efficient conduct and flow of the live special events for four (4) days. Between the final Program of Special Events for publication and promotion May 25 Direct and oversee the efficient conduct and flow of the live special events for four (4) days. Between the final Program of Special Events for publication and promotion May 25 Direct and oversee the efficient conduct and flow of the live special events for four (4) days. Between the final Program of Special Events for publication and promotion May 25 Direct and oversee the efficient conduct and flow of the live special events for four (4) days. Between the final Program of Special Events for publications and raffle draws June 1-5 Provide tokens for at least 16 speakers of not less Remarks All items should be treated as one lot. ABC is Php 990,000. Prepared by: JUNE 10 Septiment of Trade and Industry As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns. Between the final Program of Special Events for four Printed Name Position: Signature over Printed Name Position: Signature over Printed Name				HICAS - PROCUREMENT			
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NO QUANTITY UNIT	ARTICLE	UNIT PRI	CE TOTAL PRICE			
Remarks All items s	than P1,500.00 each and shoulder the cost of at least 8 raffle draw prizes with a minimum amount of P1,500 each. Tokens and raffle prizes will be purchased from the HNFF Exhibitors. Provide the Audio Visual Equipment for sounds, lights and LED Walls to be used during the event from May 31 to June 5 1. SET Sounds & Lights 1 unit, 12-Channel Audio Mixer, 2 pcs. Powered Speaker 2 pcs, Powered Floor Monitor Speaker, EV 2 pcs, Speaker Stand 4 unit, Wireless Handheld Microphone UHF 2 units, Wireless Headworn Microphone/					
Prepared by: ILEEN P. VISTA ADMIN OFFICER IV		MARY SUPER	uly yours, ACAN' JAMULAN ANN D. YULAS VISING ADMIN. 88			
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NO QUANTITY UNIT ARTICLE UNIT PRICE TOTAL	PRICE				
Lapel 8 pcs, LED Par Spotlights Amber White 2 pcs, Light Stands 1 unit, DMX Light Controller 1 lot, Audio cables & Connectors 3 units, Wireless Communication Headsets 2. LED Walls 2 set, LED Wall size 9x12 Feet P3 Resolution 2 sets, Scaffolding/ Riser 3 feet 1 unit, Laptop Computer 1 unit, Live feed Video Mixer/ Switcher 1 unit, Live feed Video Camera with cameraman and with recording in raw format. No editing. 1 lot, Video Cable 50 meters for livefeed roving camera Provide audio, LED walls and video technicians,					
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		***	meals of the crew for the setup and duration of the event. Ensure the timely setup and delivery the equipment May 31 to June 5, 12 midnight Submit Post Activity/Terminal Report (two printed copy of narrative report with full-color photo documentation and soft copy of daily videos and screenshot photos of the special events in two external USB drives) - June 25, 2022 TIMETABLE: May 16 to June 25, 2022				

Prepared by: Usery truly yours, Musicani angular MARY ANN D. YULAS ADMIN OFFICER IV Very truly yours, Musicani angular MARY ANN D. YULAS SUPERVISING ADMIN.						inizayılar	
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TERMS OF REFERENCE

I. PROJECT TITLE : Provision of Services as Special Events Coordinator

For the 2022 Hybrid National Food Fair

II. PROPONENT : Bureau of Domestic Trade Promotion

III. VENUE : Megatrade Halls 1-3, 5th Level, Mega B.

SM Megamal, Mandaluyong City

IV. DATE : June 1-5, 2022

V. TOTAL BUDGET: Php 990,000.00 (inclusive of taxes)

VI. RATIONALE

The Bureau of Domestic Trade Promotion (BDTP) is mandated to promote the efficient marketing of local products employing various strategies, one of which is through the conduct of national trade fairs. In 2020, the BDTP indefinitely postponed the mounting of the National Food Fair (NFF) and National Trade Fair (NTF) because of the COVID-19 pandemic. In 2021, the Bureau mounted the first-ever Hybrid NFF which combined the physical fair with a series of online events like cooking demonstrations, *mukbang* shows and webinars. Two hundred thirteen MSMEs were featured online while 64 MSMEs participated in the physical show, respectively, generating sales of PhP 15.7 million.

This year, the Hybrid NFF will feature 250 MSMEs in the physical fair and 200 digital participants through an e-commerce platform and/or Facebook live and other online streaming sites. Complementing all these are live cooking demonstrations of Halal food and special recipes by featured Filipino Chefs, *mukbang* sessions, business talks/lectures by Philippine food experts and/or partner government agencies and food industry collaborators, video tours, product showcases, bartending demonstrations using local fruit wines and testimonials will highlight authentic Philippine cuisine, native ingredients, traditional techniques and new technologies in cooking and food preparation.

VII. OBJECTIVES:

To help the BDTP organize and facilitate the smooth flow of at least sixteen (16) business talks/lectures, eight (8) live cooking demonstrations by high caliber chefs, four (4) live wine mixing demonstrations using local fruit wines, and videos featuring Philippine culinary destinations. All side events will be simultaneously live streamed on Facebook, You Tube, Instagram and Tiktok, and also recorded for future use.

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VIII. SCOPE OF WORK/TIMETABLE:

The Consultant shall be directly responsible to the BDTP for the adequacy and quality of all the service requirements provided in connection with the project. He/she shall discharge his/her responsibilities within the scope of the services specified in carrying out the work to be accomplished through his/her professional ability.

Deliverables	Timetable (2022)
Recommend a special thematic program of special events for the 2022 Hybrid National Food Fair.	
Design and develop the program content and provide script and sequence guide for the following live/face-to-face presentations from day 2 to day 5. 1. BUSINESS TALKS: at least sixteen (16) lectures focusing on the organic and additive-free food packaging, on-demand food supply chain and consumption, smart and sustainable food production, plant-based meat technology, new science of food for health and immunity, and food mash-ups	May 16-20
COOKING DEMOs using products bought from MSME participants: Eight (8) live demos -six (6) thematic and -two (2) Halal cuisines	
WINE MIXING DEMOs using products bought from MSME participants: Four (4) live wine mixing demonstrations; at least two (2) recipes per day.	
4. VIDEO PRESENTATIONS: Total of eight (8) relevant videos for four (4) days about Philippine culinary artistry e.g. Food and travel destinations, Pinoy food going global, and cooking demonstrations.	
Ensure the engagement of well-known resource speakers of national caliber from the food industry as well the government sector to talk about new development and services including those endorsed by the Food and Nutrition Research Institute and Industrial Technology Development Institute of the Department of Science and Technology, Philippine Trade Training	May 16-24

Center, Design Center of the Philippines, Food and Drug Administration, Philippine Coconut Authority, Department of Trade and Industry- Rural Agro-Industrial Partnership for Inclusive Development and Growth (RAPID Growth) and the Intellectual Property Office of the Philippines, among others.

The consultant shall also hire/engage the services of Meaningful Travels Philippines or another group from Mindanao who is able to present the Pagana Maranao cultural show.

Hire and directly manage at least four (4) high caliber chefs to conduct live cooking demonstrations for four (4) days. Ensure the engagement of BARMM for the Halal food

For the cooking demonstrations, each chef shall showcase at least two (2) recipes per day. Each chef shall also provide creative inputs in developing the lineup of distinctive recipes and kitchens from Luzon, Visayas and Mindanao.

Hire and directly manage a competent bartender to discuss and demonstrate professional mixing methods and techniques showcasing various Philippine wines. The bartender shall also promote local wine products of MSMEs showcased during the National Food Fair 2022.

Provide cooking utensils and equipment like pots and pans, small appliances, ingredients, supplies and aprons with HNFF design to be used for the wine mixing and cooking demonstrations.

Develop and organize the mechanics and conduct of raffle activities for four (4) days. Provide corresponding prizes to encourage active participation of viewers during the live business talks/lectures.

Ensure that all presenters in the special events activities are fully vaccinated and have received at least one booster shot. Will provide the BDTP with copies of vaxx cards/booster shots.

May 16-24

May 16 to June 5

Hire and provide a whole production and technical team composed of script writer, host, technical director, logistics staff, administrative staff and photo documenter to cover the special events for four (4) days	May 16 to June 5
Conduct the special events Satisfaction Feedback survey, prepare summary and analysis of the results to be submitted to BDTP.	June 2-5
Submit approved Final Program of Special Events for publication and promotion.	May 25
Direct and oversee the efficient conduct and flow of the live special events for four (4) days- business talks; cooking and wine mixing demonstrations; video presentations and raffle draws.	June 2-5
Provide tokens for at least 16 speakers of not less than P1,500.00 each and shoulder the cost of at least 8 raffle draw prizes with a minimum amount of P1,500 each. Tokens and raffle prizes will be purchased from the HNFF Exhibitors.	
Provide the Audio Visual Equipment for sounds, lights and LED Walls to be used during the event from May 31 to June 5	8
 SET Sounds & Lights 1 unit, 12-Channel Audio Mixer, 2 pcs. Powered Speaker 2 pcs, Powered Floor Monitor Speaker, EV 2 pcs, Speaker Stand 4 unit, Wireless Handheld Microphone UHF 	
2 units, Wireless Headworn Microphone/ Lapel	
 8 pcs, LED Par Spotlights Amber White 2 pcs, Light Stands 1 unit, DMX Light Controller 	
 1 lot, Audio cables & Connectors 3 units, Wireless Communication Headsets 	
 2. LED Walls 2 set, LED Wall size 9x12 Feet P3 Resolution 2 sets, Scaffolding/ Riser 3 feet 1 unit, Laptop Computer 1 unit, Date & Video Mixer/ Switcher 	
1 unit, Date & Video Mixer/ Switcher	

 1 unit, Live feed Video Camera with cameraman and with recording in raw format. No editing. 1 lot, Video Cable 50 meters for livefeed roving camera 	
Provide audio, LED walls and video technicians, meals of the crew for the setup and duration of the event. Ensure the timely setup and delivery of the equipment.	May 31 to June 5 @12 midnight
Submit Post Activity/Terminal Report (two printed copy of narrative report with full-color photo documentation and soft copy of daily videos and screenshot photos of the special events in two external USB drives)	June 25, 2022

In case the physical event will not be possible because of the pandemic, the same number of business talks/lectures, cooking demonstrations, wine mixing demonstrations shall be conducted and featured live via zoom. The cooking and wine mixing demonstrations will be showcased at the allowable venue/s.

IX. MINIMUM QUALIFICATIONS:

- 1. Must have experience of at least four (4) years in organizing and managing special events both for private and government.
- 2. Must have at least one (1) year experience in handling virtual events for local and/or international.

Time Frame: May 16 - June 25, 2022

Prepared by:

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