



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: BDTP - 48224
Date: 05/05/2022
R.F.Q. No.: 202205-11309
Delivery May 16 to June 25, 2022

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is 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. Puyat Avenue, Makati City, Metro Manila.

Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: 1.0, UNIT, Provision of Services as Special Events Coordinator for the 2022 Hybrid National Food Fair. Includes objective and topics to be discussed.

Remarks All items should be treated as one lot. ABC is Php 990,000.

Prepared by: ILEEN P. VISTA ADMIN OFFICER IV

Very truly yours, MARY ANN D. YULAS SUPERVISING ADMIN. OFFICER

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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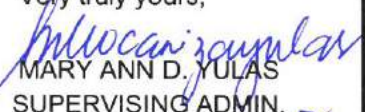

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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>focus on global trends that are shaping the food and beverage ecosystem. Among these topics are organic and additive-free food packaging, on-demand food supply chain and consumption, smart and sustainable food production, plant-based meat technology, new science of food for health and immunity, and food mash-ups, among others.</p> <p>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.</p> <p>SCOPE OF WORK/TIMETABLE - 2022</p>		

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 ADMIN OFFICER IV

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: 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 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. 2. COOKING DEMOs using products bought from MSME participants: Eight (8) live demos

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Contains detailed description of wine mixing demos and video presentations.

Remarks All items should be treated as one lot. ABC is Php 990,000.

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. The ARTICLE column contains detailed text about the procurement of services for a cultural show.

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. The ARTICLE column contains detailed requirements for chefs, bartenders, and cooking equipment.

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Contains detailed descriptions of items for procurement, including kitchenware and event management services.

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. The ARTICLE column contains detailed specifications for audio visual equipment including a 12-Channel Audio Mixer, Powered Speaker, Floor Monitor, Speaker Stand, Wireless Handheld Microphone, and Wireless Headworn Microphone.

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Contains detailed list of items for quotation including Lapel, LED Par Spotlights, Light Stands, DMX Light Controller, Audio cables, Wireless Communication Headsets, LED Walls, Scaffolding, Laptop Computer, Date & Video Mixer, Live feed Video Camera, and Video Cable.

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: 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. TIMETABLE: May 16 to June 25, 2022

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

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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, 5<sup>th</sup> 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.

Topics to be discussed by the speakers must focus on global trends that are shaping the food and beverage ecosystem. Among these topics are 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, among others.

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)
<p>Recommend a special thematic program of special events for the 2022 Hybrid National Food Fair.</p> <p>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.</p> <ol style="list-style-type: none"> <li>1. <u>BUSINESS TALKS</u>: 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</li> <li>2. <u>COOKING DEMOs</u> using products bought from MSME participants: Eight (8) live demos               <ul style="list-style-type: none"> <li>-six (6) thematic and</li> <li>-two (2) Halal cuisines</li> </ul> </li> <li>3. <u>WINE MIXING DEMOs</u> using products bought from MSME participants: Four (4) live wine mixing demonstrations; at least two (2) recipes per day.</li> <li>4. <u>VIDEO PRESENTATIONS</u>: 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.</li> </ol>	<p>May 16-20</p>
<p>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</p>	<p>May 16-24</p>





<p>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</p>	<p>May 16 to June 5</p>
<p>Conduct the special events Satisfaction Feedback survey, prepare summary and analysis of the results to be submitted to BDTP.</p>	<p>June 2-5</p>
<p>Submit approved Final Program of Special Events for publication and promotion.</p>	<p>May 25</p>
<p>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.</p> <p>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.</p>	<p>June 2-5</p>
<p>Provide the Audio Visual Equipment for sounds, lights and LED Walls to be used during the event from May 31 to June 5</p> <ol style="list-style-type: none"> <li>1. SET Sounds &amp; Lights <ul style="list-style-type: none"> <li>• 1 unit, 12-Channel Audio Mixer,</li> <li>• 2 pcs. Powered Speaker</li> <li>• 2 pcs, Powered Floor Monitor Speaker, EV</li> <li>• 2 pcs, Speaker Stand</li> <li>• 4 unit, Wireless Handheld Microphone UHF</li> <li>• 2 units, Wireless Headworn Microphone/ Lapel</li> <li>• 8 pcs, LED Par Spotlights Amber White</li> <li>• 2 pcs, Light Stands 1 unit, DMX Light Controller</li> <li>• 1 lot, Audio cables &amp; Connectors</li> <li>• 3 units, Wireless Communication Headsets</li> </ul> </li> <li>2. LED Walls <ul style="list-style-type: none"> <li>• 2 set, LED Wall size 9x12 Feet P3 Resolution</li> <li>• 2 sets, Scaffolding/ Riser 3 feet</li> <li>• 1 unit, Laptop Computer</li> <li>• 1 unit, Date &amp; Video Mixer/ Switcher</li> </ul> </li> </ol>	

<ul style="list-style-type: none"> <li>• 1 unit, Live feed Video Camera with cameraman and with recording in raw format. No editing.</li> <li>• 1 lot, Video Cable 50 meters for livefeed roving camera</li> </ul> <p>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.</p>	<p>May 31 to June 5 @12 midnight</p>
<p>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)</p>	<p>June 25, 2022</p>

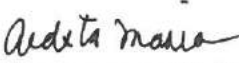
**In case the physical event will not be possible because of the pandemic, the same number of business talks/lectures, cooking demonstrations, wine mixing demonstrations shall be conducted and featured live via zoom. The cooking and wine mixing demonstrations will be showcased at the allowable venue/s.**

**IX. MINIMUM QUALIFICATIONS:**

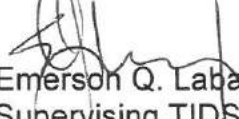
1. Must have experience of at least four (4) years in organizing and managing special events both for private and government.
2. Must have at least one (1) year experience in handling virtual events for local and/or international.

Time Frame: May 16 – June 25, 2022


Prepared by:

  
Alma Esperanza D. Sta. Maria  
Trade-Industry Development Specialist

Noted by:

  
Emerson Q. Labang  
Supervising TIDS  
BDTP-MDPD

Approved by:

  
Marievic M. Bonoan  
Director IV, BDTP