

## **Revised Section VI. Schedule of Requirements**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1	<p><b>Products</b></p> <ul style="list-style-type: none"> <li>• Must be able to provide the variety of identified products according to specifications provided by the Content and Narrative Curator and within the minimum estimated budget of Php 1,200 per set</li> <li>• Must be able to provide market requirement documentation, like food safety certifications, if necessary.</li> </ul>	1 set	<b>700</b> sets	Within two weeks after receipt of List of Products <b>(Annex A)</b>
2	<p><b>Packaging</b></p> <ul style="list-style-type: none"> <li>• Must be able to provide appropriate packaging for shipment of the PEPP</li> <li>• Must be able to adhere to Packaging Guidelines provided by the Content and Narrative Curator</li> </ul>	1 set	<b>700</b> sets	Upon approval/ confirmation of samples submitted
3	<p><b>Shipment</b></p> <ul style="list-style-type: none"> <li>• Must be able to arrange the shipment of the PEPP with appropriate shipment packaging to withstand ordinary forwarding elements</li> <li>• Must ensure the safe delivery of the packages to the identified Philippine Foreign Service Posts and Embassies <b>(Annex B)</b></li> <li>• Must be able to manage and monitor the safe and timely delivery of the packages <b>(Annex C)</b></li> <li>• Must submit a report of completed shipment</li> </ul>	1 set	<b>700</b> sets	Within two weeks after approval/ confirmation of samples submitted

I hereby commit to comply and deliver all the above requirement in accordance with the above stated schedule.

\_\_\_\_\_  
Name of Company/Bidder

(Signature Over Printed Name)  
Bidder/Authorized Representative

## ***Revised Section VII. Technical Specifications***

### **BACKGROUND AND RATIONALE**

The Center for International Trade Expositions and Missions (CITEM), the export promotion arm of the Department of Trade and Industry (DTI), is mandated to promote the Philippines as a reliable source of quality export products and services in the global market through trade fairs, missions and other marketing initiatives. The Agency organizes professionally managed and locally held signature events as well as international trade fair participation in key cities worldwide.

On the other hand, The Office of the Undersecretary for International Economic Relations (OUIER) is principally in-charge with implementing and coordinating the responsibilities and functions of the Department of Foreign Affairs (DFA) relating to trade and investments, tourism, science and technology, the environment and sustainable development, official development cooperation and other related economic/social concerns, particularly those related to issues on women and youth vis-a-vis other countries, in cooperation with all Philippine government agencies concerned and the private sector.

DFA-OUIER reached out to CITEM to collaborate for a project called the “Philippine Export Promotion Package”. The project seeks to put together a selection of Philippine products as promotional bundle to be sent to Philippine Foreign Service Posts (FSPs) and Consulates abroad. FSPs and Embassies shall be given leeway to disseminate their “Philippine Export Promotion Package” to targeted entities which may include their public sector interlocutors, as well as private and business sector networks who may develop potential interest to import Philippine goods. This project also a means for both DTI-CITEM and DFA-OUIER to provide the much-needed boost to select exporters and at the same time maintain good business relations with our networks abroad.

With travel restrictions and social distancing protocols in place due to the COVID-19, DTI-CITEM and DFA-OUIER is actively looking for alternative ways to sustain its export promotion initiatives and stay connected with its stakeholders. Apart from going digital and online, both DTI-CITEM and DFA-OUIER share the same aspiration of adding a personal flavor and warmth in maintaining their connections through the “Philippine Export Promotion Package”.

Part of this collaborative project is to promote Filipino culture and Philippine food, home and lifestyle export products. To achieve this, CITEM seeks to hire a Consolidator who will closely coordinate and adhere to the instructions and specifications set by the Content & Narrative Curator.

The consolidator will (1) Purchase the specified products/contents (brand, size, quantity, etc.); (2) Assemble the products in the specially designed boxes following the set guidelines and arrangements; (3) Arrange the shipment of the Philippine Export Package to the identified FSPs and Embassies.

For this collaborative project, DTI-CITEM and DFA-OUIER agreed to anchor the theme of the narrative and the selection of products on the **2021 Quincentennial Commemorations in the Philippines**.

# **2021 QUINCENTENNIAL COMMEMORATIONS IN THE PHILIPPINES.**

National Quincentennial Committee states:

On 21 December 2018, the Philippines officially joined humankind and the scientific community in initiating the commemorations for the 500<sup>th</sup> anniversary of the first circumnavigation of the world (2019-2022). Executive Secretary Salvador Medialdea led a simple launching graced by Spanish Ambassador to the Philippines Jorge Moragas at the National Historical Commission of the Philippines (NHCP), Manila. The basis of the Philippine observance of the great milestone in world history is the Executive Order No. 55, s. 2018 issued by President Rodrigo Roa Duterte on 8 May 2018. The issuance also created the National Quincentennial Committee (NQC) tasked to consolidate the government efforts for the milestone and thus prepare the country for it. It is chaired by no less than the Executive Secretary.

On 27 January 2020, President Duterte issued Executive Order No. 103, s. 2020 which branded the local observance as the 2021 Quincentennial Commemorations in the Philippines (2021 QCP). The two presidential issuances complement each other. Whereas, the latest issuance makes the quincentennial closer to the Filipino by acknowledging the Philippines' role in that unprecedented achievement of humankind and science, anchored in the magnanimity our ancestors exhibited to the sick, starving, undernourished, and dehydrated crew of the Magellan-Elcano expedition upon their first meeting on 18 March 1521 at Homonhon (now under the jurisdiction of Guiuan, Eastern Samar). This display of humanity occurred again when Manila welcomed the Japanese Christians banished out of Japan in the early 17<sup>th</sup> century, as well as in the Open-Door policy of President Manuel Quezon which enabled the then Philippine Commonwealth to rescue more than a thousand Jewish refugees from the Nazis in 1939, and other waves of refugees in the 20<sup>th</sup> century. Another icon to turn 500 years in 2021 is Lapulapu, who has continuously captured the Filipino imagination—since the time of the founders of the Filipino nation in the 19<sup>th</sup> century—of what defines bravery, freedom, and independence. From these, the 2021 QCP theme Victory and Humanity was conceived.

Meanwhile, the Philippine government commits itself in fostering the academic, historical, and cultural aspects of Ferdinand Magellan's introduction of Christianity in the Philippines in 1521. The NQC is working hand in hand with the Catholic Bishops' Conference of the Philippines (CBCP), the Augustinian Province of the Santo Niño de Cebu, the Archdiocese of Cebu, and Diocese of Maasin, along with the local governments of Cebu City, Municipality of Limasawa, and Province of Southern Leyte on the conduct of collaborative academic, historical, and cultural activities in relation to the 500 Years of Christianity.

*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

Item	Specification	Statement of Compliance
	<p><b>Products</b></p> <ul style="list-style-type: none"> <li>• Must be able to provide the variety of identified products according to specifications provided by the Content and Narrative Curator and within the minimum estimated budget of Php 1,200 per set for the 700 Boxes.</li> <li>• Must be able to provide market requirement documentation, like food safety certifications, if necessary.</li> </ul>	
	<p><b>Packaging</b></p> <ul style="list-style-type: none"> <li>• Must be able to provide appropriate packaging for shipment of the PEPP</li> <li>• Must be able to adhere to Packaging Guidelines provided by the Content and Narrative Curator</li> </ul>	
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<b>OBJECTIVES</b>	<p>In hiring a Consolidator to purchase the contents and manage the distribution of the Philippine Export Promotion Package to FSPs and Embassies, CITEM aims to accomplish the following objectives</p> <ol style="list-style-type: none"> <li>1. To have a reliable consolidator to provide the products/contents of the Philippine Export Promotion Package with the necessary documentation as may be required;</li> <li>2. To ensure the proper packaging and arrangement of products in the boxes according to guidelines set;</li> <li>3. To ensure the safe and timely delivery of the packages to the FSPs and Embassies in time for the quincentennial celebration;</li> <li>4. To ensure the proper management and monitoring of the shipment</li> <li>5. the safe and timely delivery of the packages to the FSPs and Embassies in time for the quincentennial celebration;</li> <li>6. To ensure the proper management and monitoring of the shipment</li> </ol>	

<b>PERIOD OF ENGAGEMENT</b>	The service firm shall be contracted for a period of four (4) months upon receipt of the Notice to Proceed and signed contract.	
<b>SCOPE OF WORK AND COMMITMENTS</b>	The Consolidator should commit to deliver, at a base minimum, the following specific requirements:	
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<b>RESPONSIBILITIES OF CONSOLIDATOR</b>	1. The consolidator should coordinate with CITEM and the Content and Narrative Creator on the specific products requirements, packaging guidelines, and shipment schedule;	
	2. Purchase the products identified by the Curator;	
	3. The consolidator should secure all the documents and certifications required in the shipment of the package;	
	4. The consolidator should engage the services of a reputable courier or forwarder for the onward shipment of the boxes;	
	5. The consolidator should properly store, arrange and pack in their warehouse the products, info materials and the packaging;	
	6. The consolidator should ensure that the boxes are appropriately packaged to withstand ordinary forwarding elements;	
	7. The consolidator should properly pile, safely pack and ship out to the identified the Philippine Foreign Posts	

	and Embassies the Export Promotion Package according to schedule;											
	8. The consolidator should monitor the shipment and give a report of completed deliveries for the 700 boxes.											
<b>QUALIFICATIONS AND TECHNICAL EVALUATION</b>	1. Must be a registered import-export or freight forwarder company in the Philippines;											
	2. Must have actual experience in consolidation/shipment of food products to territories with specific market requirements for certifications;											
	3. Must be knowledgeable in export documentation of Philippine food products for exportation to different territories;											
	4. Must be able to transport goods via air and sea, as applicable											
	5. Must be organized in their documentation process and well-versed in the regulations and procedures of the Philippine Bureau of Customs and counterparts abroad.											
	6. Must be able to properly pack, crate, and store the products, information and packaging materials.											
	7. Must have an ample warehouse space/s to accommodate the products, information and packaging materials.											
	8. Must be responsible from purchasing, consolidation, packing and shipment.											
<b>PAYMENT TERMS</b>	<p>The proposed payment scheme for the service will be billed progressively upon completion of the following milestones:</p> <table border="1"> <thead> <tr> <th>Milestones</th> <th>Payment %</th> </tr> </thead> <tbody> <tr> <td>After Purchase of Products</td> <td>25%</td> </tr> <tr> <td>Upon shipment of 700 boxes (Departure from Manila)</td> <td>50%</td> </tr> <tr> <td>Upon submission of report for shipment completion</td> <td>25%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </tbody> </table>	Milestones	Payment %	After Purchase of Products	25%	Upon shipment of 700 boxes (Departure from Manila)	50%	Upon submission of report for shipment completion	25%	Total	100%	
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<b>ESTIMATED BUDGET</b>	The above expense shall be charged to the CITEM's Budget with a total maximum budget allotment of <b>THREE MILLION PESOS (PHP 3,000,000.00)</b> inclusive of all applicable taxes.											

<b>TIMELINE</b>	<table border="1"> <thead> <tr> <th><b>PARTICULARS</b></th> <th><b>SCHEDULE</b></th> </tr> </thead> <tbody> <tr> <td>Coordination meeting with the Content &amp; Narrative Curator and CITEM on the identified product and specifications</td> <td>Within one week after receipt of Notice to Proceed</td> </tr> <tr> <td>Purchase of identified products</td> <td>Within two weeks after receipt of List of Products</td> </tr> <tr> <td>Coordination meeting with the Content &amp; Narrative Curator and CITEM on the proper packaging and handling of the packages</td> <td>Within one week upon purchase of the products</td> </tr> <tr> <td>Submission of samples for inspection</td> <td>Within one week after coordination meeting</td> </tr> <tr> <td>Packing and Preparation for shipment</td> <td>Upon approval/ confirmation of samples submitted</td> </tr> <tr> <td>ETD Manila</td> <td>Within two weeks after approval/ confirmation of samples submitted</td> </tr> <tr> <td>ETA FSAs and Embassies</td> <td>Within three weeks after shipment</td> </tr> </tbody> </table>		<b>PARTICULARS</b>	<b>SCHEDULE</b>	Coordination meeting with the Content & Narrative Curator and CITEM on the identified product and specifications	Within one week after receipt of Notice to Proceed	Purchase of identified products	Within two weeks after receipt of List of Products	Coordination meeting with the Content & Narrative Curator and CITEM on the proper packaging and handling of the packages	Within one week upon purchase of the products	Submission of samples for inspection	Within one week after coordination meeting	Packing and Preparation for shipment	Upon approval/ confirmation of samples submitted	ETD Manila	Within two weeks after approval/ confirmation of samples submitted	ETA FSAs and Embassies	Within three weeks after shipment
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I hereby certify that the statement of compliance to the foregoing Technical Specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall result to automatic disqualification of our bid.

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position