

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-2019-0245

**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 FASHION E-TAILER CONSULTANT FOR MANILA FAME –  
OCTOBER 2019”**

*(Please see attached Terms of Reference for more details)*

Approved Budget	: PHP 250,000.00
Pre-Bid Conference	: 17 September 2019, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	: 19 September 2019, 05:00PM
Opening of Bid	: 24 September 2019, 02:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below enclosed on a sealed and properly labeled envelope:

*Eligibility Documents (1<sup>st</sup> Envelope)*

1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration
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 (2<sup>nd</sup> Envelope)*

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.

*Qualitative Evaluation Documents (3<sup>rd</sup> Envelope)*

- Portfolio that includes the following:
  - i. Length of relevant experience in fashion brands;
  - ii. List of experiences as curator / stylist that showcase fashion products;
  - iii. Past and current relationship / industry affiliations with key players or influential personalities as well as exposure through publications
  - iv. Relevant contributions to the fashion community (e.g. publications, speaking engagements)

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

**A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) may also be paid at the CITEM Cashier Office for the bidding documents.**

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. 8312201 local 309 or e-mail at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

  
**ATTY. ANNA GRACE I. MARPURI**  
Chairman, Bids and Awards Committee



## 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: 13-Sep-19

RFQ No: 2019-0245

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 and submitted to CITEM BAC.

Schedule of Pre-Bid Conference: <u>17 September 2019</u>	Time: <u>2:00PM</u>	Venue: <u>Meeting Room 1</u>
Schedule of Opening of Bids: <u>24 September 2019</u>	Time: <u>2:00PM</u>	Venue: <u>Meeting Room 1</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF FASHION E-TAILER CONSULTANT FOR MANILA FAME - OCTOBER 2019		
		<i>Please see attached Terms of Reference for more details.</i>		
		<b>Approved Budget : Php 250,000.00</b>		
		<b>Deadline of Submission of Bid and Documentary Requirements for the Qualitative Evaluation : 19 September 2019, 05:00PM</b>		

- Terms and Condition:**
- 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 overwritings 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) \_\_\_\_\_



## TERMS OF REFERENCE

### HIRING OF FASHION E-TAILER CONSULTANT FOR MANILA FAME OCTOBER 2019

#### RATIONALE

The Center for International Trade Expositions and Missions (CITEM) is mandated to market and promote the Philippines as a reliable source of quality export products and services in the global market through trade fairs and missions and other export promotional programs. For this purpose, the agency organizes professionally managed, locally held signature events, as well as international trade fair participation.

For 35 years, CITEM has established the country's image as the premier destination for quality-and-design-centric export products and services. It continues to set the highest standards of creativity, excellence and innovation to achieve export competitiveness in the international market.

The Philippines e-commerce market is rapidly increasing in attractiveness as the country's number of connected users grows fast. Though it is dominated by a large player, the relatively low penetration of e-commerce and fast growing number of potential consumers allow for many newcomers, local or foreign, to enter the market. Last year, the market saw an increase in fashion e-tailers that created brands and products that could compete in the global market.

On its 70th edition, Manila FAME wants to be a platform for these new breed of Philippines brands and products.

In this regard, Manila FAME needs a consultant that speaks the language of fashion and e-tailing. The consultant shall assist CITEM in determining the best of the best in the fashion e-tailing scene and creating a showcase of these brands for the international market.

#### OBJECTIVES

1. Engage the services of E-tailer Consultant;
2. Identify, invite and ensure participation of at least 21 fashion e-tailers, who has background in the Philippine Fashion market, in October 2019 Manila FAME;
3. Provide curatorial services to be able to have an impactful fashion e-tailer presentation; and,
4. To identify the terms/deliverables needed for the E-tailer Consultant.

#### REQUIREMENT

- Hire a ***Fashion E-tailer Consultant*** with creative experience in the fashion market and has established a track record as recognized influencer in the said field.

**SCOPE OF WORK**

**Fashion E-tailer Consultant Undertaking:**

**A. Participation**

1. Identify and enlist the best fashion e-tailers in the country and campaign to ensure participation of at least 21 fashion e-tailers from the listed best.  
(No participation fee will be paid directly to the consultant.)

**B. Curatorship/Product Selection**

The Fashion E-tailer Consultant must also be able to weave the various collection of the 21 brands into a cohesive whole and present it as a special pavilion in the Manila FAME October 2019 show.

**C. Planning and Design**

Work with CITEM's Exhibition and Design Division in the Design and Conceptualization of the Fashion E-tailer Special Setting in Manila FAME October 2019.

**EVALUATION BY THE TECHNICAL WORKING GROUP**

The appointed TWG shall conduct a required Qualitative Evaluation based on parameters with corresponding assigned points to ensure the quality of competence of the prospective bidder.

Only Prospective Bidder who reached at least 85 points, shall be considered for the financial bid.

<b>Qualifications</b>		
Relevant experience in fashion brands;		35 points
<ul style="list-style-type: none"> <li>▪ Length of relevant experience               <ul style="list-style-type: none"> <li>○ 10 years and more (35 points)</li> <li>○ 9 years (30 points)</li> <li>○ 8 – 5 years (25 points)</li> <li>○ below 5 years (20 points)</li> </ul> </li> </ul>		
Should have had experience as a curator/stylist in similar events that showcases fashion products;		35 points
<ul style="list-style-type: none"> <li>○ 8 events and above (35 points)</li> <li>○ 7 events and below (25 points)</li> </ul>		
Reputation, influence and impact in the fashion community		30 points
<ul style="list-style-type: none"> <li>▪ Past and current relationship/industry affiliations with key players/ influential personalities as well as exposure through publications (15 points)</li> <li>▪ Relevant contributions to the fashion community (e.g. publications, speaking engagements) (15 points)</li> </ul>		
<b>TOTAL</b>		<b>100 points</b>

**TIMELINE**

Submission of the application forms and product profile sheet of the 21 fashion e-tailer companies	September 2019
Finalization of Fashion E-tailer Special Setting Design	September 2019
Ingress	16 October 2019
Fair Proper - Supervision and visual merchandising of Fashion E-tailer special setting at Manila FAME	17 – 19 October 2019
Evaluation - Assessment and next steps	November 2019

**PERIOD OF ENGAGEMENT**

The Fashion E-tailer Consultant will be engaged from September to November 2019.

**BUDGET AND MODE OF PAYMENT**

Budget for hiring services of the Fashion E-tailer Consultant is **Php250,000.00 inclusive of all taxes** to be charged to CITEM budget for Manila FAME October 2019.

Payment shall be made on the following schedule:

- 50% - upon submission of the application forms and product profile sheets of the 21 fashion e-tailer companies on/before 30 September 2019.

**Deliverables:** submission of the application forms and product profile sheets of the 21 fashion e-tailer companies on/before 30 September 2019.

- 50% - upon submission of Manila FAME October 2019 post-event evaluation report and photos of Fashion E-tailer Special Setting 30 days after the show.

**Deliverables:** submission of Manila FAME October 2019 post-event evaluation report and photos of Fashion E-tailer Special Setting 30 days after the show.

Prepared by:

  
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 STIDS

Noted by:

  
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 Division Chief

Recommending Approval:

  
**Atty. Anna Grace I. Marpuri**  
 Department Manager

Approved by:

  
**Pauline S. Juan**  
 Executive Director