

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-2019-0239

**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 JUNIOR PRODUCT DESIGNER FOR HOME SECTOR
RE. MANILA FAME OCTOBER 2019 – DESIGN FOR EXPORT PROGRAM”**

Approved Budget	:	PHP 208,000.00
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 (1st 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 (2nd Envelope)

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

Qualitative Evaluation Documents (3rd Envelope)

- **Portfolio** that includes the following:
 - i. Length of relevant experience in product design for home with expertise in weaving and basketry with focused materials: Rattan, Abaca, Buri
 - ii. List of experiences in trade event/similar event that showcases home products;
 - iii. Past and current relationship / industry affiliations with key players or influential international personalities as well as exposure through publications
 - iv. Relevant contributions to the design community (e.g. publications, international speaking engagements, significant involvement in design/trade exhibitions)

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 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 email at 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: 06-Sep-19

RFQ No: 2019-0239

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:	17 September 2019	Time:	2:00PM	Venue:	Meeting Room 1
Schedule of Opening of Bids:	24 September 2019	Time:	2:00PM	Venue:	Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF JUNIOR PRODUCT DESIGNER FOR HOME SECTOR RE. MANILA FAME OCTOBER 2019 - DESIGN FOR EXPORT PROGRAM		
		<i>Please see attached Terms of Reference for more details.</i>		
		Approved Budget : Php 208,000.00		
		Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Eval. Document. : 19 September 2019, 05:00PM		

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) _____
 E-mail _____



TERMS OF REFERENCE

Hiring of Design Specialists for Product Development Design for Exports Program – Manila FAME October 2019

RATIONALE

For more than three decades, the Center for International Trade Expositions and Missions (CITEM), through its signature event, Manila FAME, has nurtured and promoted Philippine creative manufacturers and producers in the global market. Through this, CITEM has established the country's image as the premier destination for quality export products and services. It continues to set the highest standards of creativity, excellence, and innovation to achieve export competitiveness in the international market.

Anchoring on its mandate to develop, nurture, and promote globally-competitive small and medium enterprises (SMEs), exporters, designers, and manufacturers, CITEM envisions to be a globally-recognized export promotion authority that is well-reputed for bringing the best the Philippines has to offer.

To achieve this vision, CITEM has decided to incorporate a more inclusive growth framework for SMEs through I CaRe: Innovate, Capacitate, Resonate., where CITEM aims to champion innovation through capability building programs for stakeholders, equip SMEs with the right skills and tools to succeed in the international market, and be relevant to its stakeholders.

Manila FAME, through I CaRe, takes on a strengthened product development program, targeting at least 50% of the participating exhibitors.

Said program takes inspiration from the rich cultures and textures of the Philippines and telling stories of the Filipino artisans – how he utilizes natural and indigenous raw materials to create products of ingenious design and craftsmanship.

Design and quality put front and center, the Philippines has successfully created a niche in international sourcing circles as buyers' reliable source of export products competing with quality, value and reliability rather than low price. The Philippines is creatively positioned as a hub of *trend-now* and *trend-forward* designs, targeting buyers of special lifestyle items and the contract market.

To effectively leverage on this positioning, it was deemed necessary to engage the services of experts who will be able to put together a cohesive design direction and a holistic product collection in Manila FAME October 2019 that will meet the requirements of varied target markets.

GENERAL OBJECTIVES

1. To promote the Philippines' market position as the leading source of high-quality and high-designed lifestyle products;
2. To ensure that Manila FAME remains innovative and attuned to latest international market trends and demands while remaining to be the world's window to Philippine



- creative and design talent as well as craft and manufacturing capabilities;
3. To present local and international buyers with a broader and more cohesive collection of new products that will meet the requirements of varied target markets;
 4. To develop among our exhibitors a strong foundation and appreciation of the value of product design as tool for global trade competitiveness; and
 5. To create a platform that will nurture collaboration between designers and manufacturers.

SPECIFIC OBJECTIVES

1. To conduct product development to approximately 54 companies participating in Manila FAME October 2019:
 - i. Home (material: resin, shell, wood, metal, stones, ceramics and other materials) & Lighting – 15 Companies
 - ii. Furniture – 13 Companies
 - iii. Fashion – 16 Companies
 - iv. Home (material: rattan, abaca, buri – weaving & basketry) – 13 Companies

REQUIREMENTS

- A. 1 Senior Product Development Designer for Home (material: resin, shell, wood, metal, stones, ceramics and other materials) & Lighting
- B. 1 Product Development Designer for Furniture
- C. 1 Product Development Designer for Fashion
- D. 1 Junior Product Development Designer for Home (material: rattan, abaca, buri – weaving & basketry)

SCOPE OF WORK

Manila FAME October 2019

I. Product Development/Selection Program

1. Provide consultation regarding product development/enhancement/selection/mix/curation to each participating company within the work calendar/engagement and through the appropriate CITEM coordinator.



2. Oversee the product development program of Manila FAME companies for Manila FAME October 2019. Minimum of 6 new products. Total Number of companies and required Product Designers, below:
 - a. 1 Senior Product Development Designer for Home that is specifically adept in the materials: resin, shell, wood, metal, stone, ceramics and other materials & Lighting – 15 Companies
 - b. 1 Product Development Designer for Furniture – 13 Companies
 - c. 1 Product Development Designer for Fashion – 16 Companies
 - d. 1 Junior Product Development Designer for Home that is specifically adept in the materials: rattan, abaca, buri or the technique: weaving & basketry – 13 Companies
3. Lead the creative collaboration between the companies. Cover for the personal travel expenses required to correspond/conduct 2-3 meetings/ factory visits with each company, as follows:
 - a. Initial consultation meeting to provide product design and development direction;
 - b. Initial prototype-inspection to review and evaluate product samples and prototypes; and
 - c. Final prototype-inspection to review developments in product samples and prototypes and to finalize collections for display at the special setting.

II. **Brand Ambassadorship**

Act as Manila FAME Ambassador with the following specific roles:

- a. Uphold the image of Philippine design and craftsmanship among local and international buyers as well as other partners and stakeholders both from public and private sectors;
- b. Headline Manila FAME in local and international marketing and promotion initiatives which include features, interviews and portraits for all forms of mass media which include broadcast (television and radio), print (broadsheets, magazines, and other print collateral), outdoor (posters), and digital (emails, websites, blogs, and other internet-based media);
- c. Engage in public and media relations activities intended for the promotion of Manila FAME such as but are not limited to courtesy calls, launches, and press conferences; and
- d. Diligently attend all Manila FAME special events such as but not limited to the Opening Ceremonies and the KATHA Awarding Ceremony.

III. **Report writing and other requirements:**

- a. Submit design concepts and/or any additional documents in support of payments made by CITEM;



- b. Provide assessment and identify next steps by submitting a comprehensive post-event terminal report detailing delivered undertakings, observations, and recommendations for succeeding Manila FAME editions. The terminal report should be submitted no later than one month after the show; and
- c. Bear the cost/expenses and facilitate logistical requirements of the visits to the regions/provinces to conduct product development/selection for Manila FAME October 2019.
- d. Enter into a separate agreement with companies regarding intellectual property, ownership, royalties and/or other special agreements of the products developed; Will not hold CITEM responsible for any issue that may arise pertaining to agreements with companies regarding intellectual property, ownership, royalties and/or other special agreements.

PROGRAM OF ACTIVITIES

1. Initial Round of Visits/Consultations - One-on-one meetings with participating companies
2. Sending of rendered/additional designs to the companies
3. Final Round of Visits/Consultations - Final inspection of prototypes - Issuance of final line list and identification of the quantities needed per item for the special setting. - Line review and mock-up
4. Ingress
5. Fair Proper - Supervision and visual merchandising of special setting at Manila FAME
6. Evaluation - Assessment and next steps

QUALIFICATIONS

Bidders may only opt to bid for **ONE** among the four requirements specified below:

<u>Senior Product Designer for Home & Lighting</u>	<u>Product Designer for Furniture</u>	<u>Product Designer for Fashion</u>	<u>Junior Product Designer for Home</u>
1. Should have a proven track record of at least 15 years of experience in home & lighting product design;	1. Should have a proven track record of at least 10 years of experience in furniture product design;	1. Should have a proven track record of at least 10 years of experience in fashion product design;	1. Should have a proven track record of at least 10 years of experience in home product design

Material Focus: Resin, Shell, Wood, Metal, Stone, Ceramics and other materials			with expertise in weaving & basketry; Material Focus: Rattan, Abaca, Buri
2. Should have had experience in a trade event / similar event that showcases home and lighting products;	2. Should have had experience in a trade event / similar event that showcases furniture products;	2. Should have had experience in a trade event / similar event that showcases fashion products;	2. Should have had experience in a trade event / similar event that showcases home products;
3. Should be influential in the design community; <i>and</i>	3. Should be influential in the design community; <i>and</i>	3. Should be influential in the design community; <i>and</i>	3. Should be influential in the design community; <i>and</i>
4. Must have no pending valid business or administrative complaint/s filed by third parties, or government agencies.	4. Must have no pending valid business or administrative complaint/s filed by third parties, or government agencies.	4. Must have no pending valid business or administrative complaint/s filed by third parties, or government agencies.	4. Must have no pending valid business or administrative complaint/s filed by third parties, or government agencies.

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.

I. Technical Proposal

Bidders will be rated by a Technical Working Group according to the following criteria:

Qualifications				
<u>Senior Product Designer for Home & Lighting</u>	<u>Product Designer for Furniture</u>	<u>Product Designer for Fashion</u>	<u>Junior Product Designer for Home</u>	
Relevant experience in product design for home & lighting;	Relevant experience in product design for furniture;	Relevant experience in product design for fashion;	Relevant experience in product design for home with	35 points

<p>Material Focus: Resin, Shell, Wood, Metal, Stone, Ceramics and other materials</p> <ul style="list-style-type: none"> ▪ Length of relevant experience <ul style="list-style-type: none"> ○ 15 years and more (35 points) ○ 10 – 14 years (30 points) ○ 9 – 13 years (25 points) ○ below 9 years (20 points) 	<ul style="list-style-type: none"> ▪ Length of relevant experience <ul style="list-style-type: none"> ○ 10 years and more (35 points) ○ 9 years (30 points) ○ 8 – 5 years (25 points) ○ below 5 years (20 points) 	<ul style="list-style-type: none"> ▪ Length of relevant experience <ul style="list-style-type: none"> ○ 10 years and more (35 points) ○ 9 years (30 points) ○ 8 – 5 years (25 points) ○ below 5 years (20 points) 	<p>expertise in weaving & basketry;</p> <p>Material Focus: Rattan, Abaca, Buri</p> <ul style="list-style-type: none"> ▪ Length of relevant experience <ul style="list-style-type: none"> ○ 10 years and more (35 points) ○ 9 years (30 points) ○ 8 – 5 years (25 points) ○ Below 5 years (20 points) 	
<p>Should have had experience in a trade event / similar event that showcases home and lighting products;</p> <ul style="list-style-type: none"> ○ 10 events and above (35 points) ○ 9 events and below (25 points) 	<p>Should have had experience in a trade event / similar event that showcases furniture products;</p> <ul style="list-style-type: none"> ○ 8 events and above (35 points) ○ 7 events and below (25 points) 	<p>Should have had experience in a trade event / similar event that showcases fashion products;</p> <ul style="list-style-type: none"> ○ 8 events and above (35 points) ○ 7 events and below (25 points) 	<p>Should have had experience in a trade event / similar event that showcases home products;</p> <ul style="list-style-type: none"> ○ 8 events and above (35 points) ○ 7 events and below (25 points) 	35 points
<p>Reputation, influence and impact in the design community</p> <ul style="list-style-type: none"> ▪ Past and current relationship/industry affiliations with key players/ influential personalities as well as exposure through publications (15 points) ▪ Relevant contributions to the design community (e.g. publications, international speaking engagements, significant involvement in design/trade exhibitions) (15 points) 				30 points
TOTAL				100 points

PERIOD OF ENGAGEMENT

The Product Designers will be engaged from the issuance of Award Notice to November 2019.

BUDGET AND MODE OF PAYMENT

I. Professional Fee

Total budgetary requirement are:

- a. 1 Senior Product Designer for Product Development for the Home & Lighting Sector – PhP400,000.00 (inclusive of all applicable taxes)
- b. 1 Product Designer for Product Development for the Furniture Sector – PhP208,000.00 (inclusive of all applicable taxes)
- c. 1 Product Designer for Product Development for the Fashion Sector – PhP250,000.00 (inclusive of all applicable taxes)
- d. 1 Junior Product Designer for Product Development for the Home Sector – PhP208,000.00 (inclusive of all applicable taxes) *and Holiday Decor*

II. Incidental

In the event that ingress/set-up for the October 2019 Manila FAME Special Setting will go beyond 12:00midnight, CITEM will shoulder the cost of the accommodation of the designers in one of its partner hotels.

Above will be charged to the October 2019 Manila FAME budget. Payment shall be made in the following schedule:

- 50% - upon submission of the product development designs for the assigned Manila FAME October 2019 companies.

Deliverables: submission of the product development designs for the assigned Manila FAME October 2019 companies.

- 50% - upon submission of Manila FAME October 2019 post-event evaluation report and photos of final products.

Deliverables: submission of Manila FAME October 2019 post-event evaluation report and photos of final products.

Prepared by:

Noted by:

Recommending Approval:

Approved by:

Jhasy R. Osias
STIDS

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Division Chief

Atty. Anna Grace I. Marpuri
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