

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-2019-0219

**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 LEAD DESIGNER AND CURATOR FOR  
PHILIPPINE-TAIWAN CRAFT CULTURAL COLLABORATION**

Approved Budget	:	PHP 400,000.00
Pre-Bid Conference	:	03 September 2019, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	:	06 September 2019, 05:00PM
Opening of Bid	:	10 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)*

- Curriculum Vitae and Portfolio that includes the length and list of relevant design work experience and projects

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 Five Hundred Pesos (Php 500.00) 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](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 : \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

Date: 23-Aug-19  
 RFQ No: 2019-0219

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: 03 September 2019 Time: 2:00PM Venue: Meeting Room 1  
 Schedule of Opening of Bids: 10 September 2019 Time: 2:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>Hiring of Lead Designer and Curator for</b>		
		<b>Philippines-Taiwan Craft Cultural Collaboration</b>		
		Duration : September 2019 - October 2020		
		<i>Please see attached Terms of Reference for more details.</i>		
		<b>Approved Budget : Php 400,000.00</b>		
		<b>Deadline of Submission of Eligibility Documents, Financial Bid</b>		
		<b>and Qualitative Eval. Document. : 06 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) \_\_\_\_\_  
 E-mail: \_\_\_\_\_



**TERMS OF REFERENCE FOR HIRING OF LEAD DESIGNER AND CURATOR  
PHILIPPINES-TAIWAN CRAFT CULTURAL COLLABORATION  
Designers and Manufacturers Exchange 2019-2020**

**Background Information:**

Taiwan's New Southbound Policy aims to strengthen its cooperation with its immediate neighbors, including the Philippines, in the areas of agriculture and aquaculture, information and communication technology, science, climate change, manufacturing, tourism, culture and crafts.

The 21<sup>st</sup> Joint Economic Conference (JEC) between Taiwan and the Philippines held on December 4, 2015 in Manila, resulted in the signing of three (3) memoranda of understanding on enhancing mutual collaboration in the areas of **Trade and Investment Promotion, Trade Facilitation, and Economic and Technical Cooperation**. Under the Economic and Technical Cooperation is the agreement to enhance the Cultural and Crafts Collaboration (Crafts Exchange).

The Joint Economic Conference was pursued in succeeding years and during the 24<sup>th</sup> Philippines-Taiwan JEC in 2017, the Taiwan-Philippines Craft Cultural Collaboration was finally signed by the MECO and TECO with CITEM and the National Taiwan Crafts Research Institute (NTCRI) as the lead implementing agencies.

Under Section 2. Economic Cooperation Initiatives - 2.2.1 MOU on Craft Industry Collaboration expresses the commitment of both the Philippines and Taiwan to pursue the implementation of this craft cultural exchange program. The Philippines and Taiwan agree to actively support each other through:

- Access to / transfer of technology, machinery and equipment
- Active co-promotion in trade fairs and exhibitions
- Knowledge exchange through seminars, conferences product development and immersion activities

**Proponents/Roles:**

The Center for International Trade Expositions and Missions

-Oversee the selection of Philippine participants and the implementation of the activities to be undertaken in the Philippines in relation to the program

National Taiwan Crafts Research Institute

-Oversee the selection of Taiwan participants and the implementation of the activities to be undertaken in Taiwan in relation to the program

**Conceptual framework: Trade and Cultural Connections and the Ties that Bind**

Recent evidence obtained from the study of a plant species used for making paper or bark cloth, a practical symbol of Austronesian material culture lead to new theories that establish Taiwan as the point of origin of the Austronesian migration. This pattern connects Northern and Southern Taiwan with the Philippines, Indonesia, Madagascar and the rest of Micronesia making us "one people". Because of this migration pattern, Taiwan and the Philippines share common materials

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such as bamboo, rattan, ramie, loofah, cotton, and silk among others, as well as skills in object-making like basketry, weaponry, textile, ceramics, pottery, and woodworking which are passed on and carried through succeeding generations. This theory tightens the ties that bind Taiwan and the Philippines whether it be material culture, traditions in object-making, rituals and practices or the level of artisanship of both peoples.

The program will follow through Manila FAME's theme "Heritage Reimagined", which celebrates 30 years of Manila FAME's legacy of design excellence and looks back at the best products ever showcased and gives them a modern flair through product development. Heritage Reimagined takes on a deeper meaning as it now becomes a solid anchor for a collaboration that will rekindle connections between Taiwan and the Philippines and how modern approaches in design and manufacturing can give depth and new meaning to shared traditions and widen the horizon of Taiwanese and Philippine design as we cross the 4<sup>th</sup> industrial revolution.

#### **PHILIPPINE DESIGN TEAM**

One (1) Project Manager – Oversee the implementation of the project details, liaise with the NTCRI regarding all matters pertaining to the project. (CITEM Project Manager)

One (1) Lead Designer and Curator – Set the direction for the Philippine design team, in consonance with the overall theme set by the NTCRI and CITEM

##### **Qualifications:**

- a) Must have at least 10 years of design experience
- b) Must have served as lead designer and curator in previous related projects
- c) Must have designed and curated exhibitions in international fairs involving product development

Four (4) Designers – Collaborate with manufacturers in producing designs for execution by the partner manufacturer in consonance with the directions set by the Creative Director, the NTCRI and CITEM

##### **Qualifications:**

- a) Must have at least 5 years of design experience
- b) Must have participated CITEM-led programs within the past 5 years
- c) Must have been featured in local and international publications and have been invited to participate in overseas trade exhibits, curated exhibits or exchange programs

*Note: This set-up replicates the set-up of the Taiwan team and ensures that both parties have equal voice from the start of conceptualization to the implementation of the program.*

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**QUALITATIVE EVALUTATION**

CRITERIA	VALUE POINT
<p>a. Experience with any government agency in product design consultancy and exhibit curating.</p> <p>i. With government experience - 10 points</p> <p>ii. With no government experience - 5 points</p> <p>(Document required: Portfolio indicating relevant work experience/projects)</p>	<p>10</p>
<p>b. Experience as lead product design consultant and curator in international trade shows and events.</p> <p>i. With international experience - 30 points</p> <p>ii. With no international experience - 15 points</p> <p>(Document required: Curriculum Vitae and Portfolio indicating relevant work experience and projects)</p>	<p>30</p>
<p>c. Years of Experience as product designer, curator, creative director.</p> <p>i. 10 years and above - 30 points</p> <p>ii. 5-9 years - 15 points</p> <p>iii. Below 5 years -10 points</p> <p>(Document required: Portfolio indicating relevant work experience and projects)</p>	<p>30</p>
<p>d. Reach of products developed or bodies of work</p> <ul style="list-style-type: none"> <li>• All (or at least 2 international geographical categories) - 20 points</li> <li>• Europe - 10 points</li> <li>• Americas (North, Central and South America) -10 points</li> <li>• ASEAN, Asia, Africa and Middle East -10 points</li> <li>• Domestic or within the Philippines -5 points</li> </ul> <p>(Document required: Portfolio indicating relevant work experience and projects)</p>	<p>20</p>
<p>e. Knowledge of local and global trends and innovations in the home and fashion industry</p> <p>(Reference to the Portfolio submitted)</p>	<p>10</p>
<b>TOTAL</b>	<b>100</b>

**PASSING SCORE: 80**

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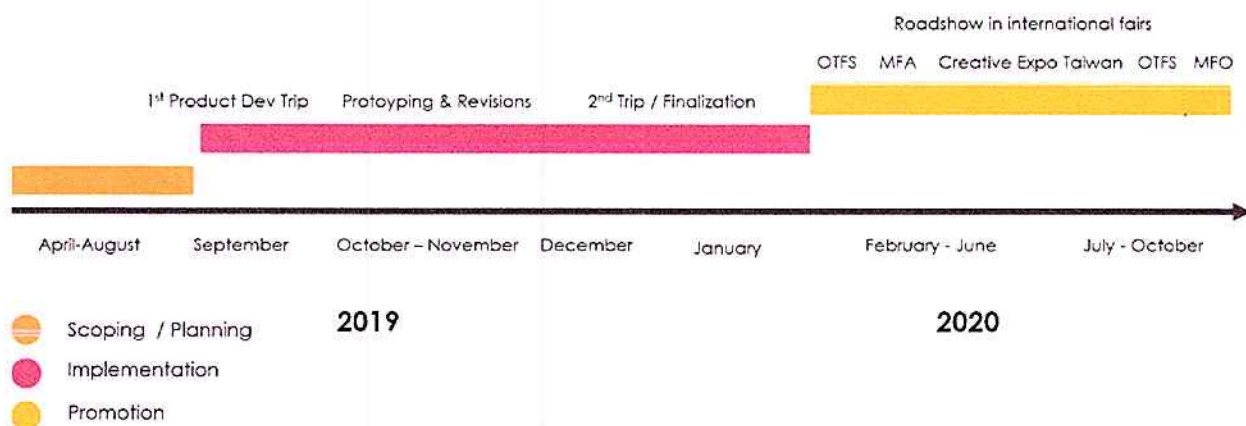
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## IMPLEMENTATION/MECHANICS

CITEM and NTCRI will both come up with a selection of Designers composed of a lead Designer and Curator, and Design Team members, and a team of companies. The Taiwan design team will come to the Philippines to immerse themselves and work with the selected Philippine companies who shall execute the concepts developed by the Taiwan designers. The Philippine design team will be sent to Taiwan to immerse themselves and work with the selected Taiwan companies who shall execute the concepts developed by the Philippine designers. Output for the exchange program will be showcased in Manila FAME 2020 and Creative Expo Taiwan 2020 as the reciprocal promotion effort by both the NTCRI and CITEM. Both agencies will also agree to co-fund and co-promote the output of this program in mutually agreed international shows (ie. Maison et Objet in Paris, Art Basel) in consonance with the approved work programs of both implementing agencies.

## TIMETABLE:



## BUDGET

Approved project budget for Philippines Taiwan Craft Cultural Collaboration in 2019 is **PhP 1,450,000.00** broken down as follows:

International Travel and Accommodation for Experts:	PhP 285,000
<i>(*excess in airfare, accommodation and honoraria meant for speakers to be realigned as professional fees)</i>	
Domestic Travel for Product Development Activities:	PhP 517,500
*Space Rental / Special Setting	PhP 130,000
*EDD Supplies and Materials	PhP 100,000
<i>(*to be realigned as professional fees in lieu of space rental/physical arrangements to be implemented in 2020)</i>	
Admin and Logistics	: PhP 40,000
Communication and Creative Services	: PhP 160,000
15% of Total budget provision for SPs	: PhP 217,500



The **Lead Designer-Curator** is tasked to provide the creative direction for the product development of the Philippine design team who will collaborate with Taiwan manufacturers under this exchange program. As such, he/she is expected to deliver the following:

- Provide mentorship to members of the Philippine design team in relation to the designs being developed under this program
- Ensure designs are translatable from conceptual to commercial product development
- Provide insights on trends in major overseas trade fairs that will guide the product development direction of the program

The Lead Designer's scope of work and deliverables shall include the following:

- Design guidelines provided through storyboards and written design brief after first coordination meeting with Taiwan design team and Taiwan manufacturers between last week of August to 2<sup>nd</sup> week of September.
- Attendance in CITEM organized consultation and coordination meetings with Philippine design team
- Submission of progress reports after 1<sup>st</sup> and second product development visits in Taiwan
- Line selection and editing during prototype inspections
- Design of product showcase that will be taken on a roadshow to various overseas trade fairs and will culminate via a special setting in Manila FAME October 2020.

Dates and deadlines of Deliverables:

- Design guidelines provided in storyboards and written design brief not later than 30 September 2019.
- Attendance in monthly consultation and coordination meetings as called for an agreed with designers. (4 meetings - September, October, November and December 2019)
- Submission of progress report
  - 1<sup>st</sup> report by last week of October 2019
  - 2<sup>nd</sup> report by 2<sup>nd</sup> week December 2019
  - Final report upon completion of project in October 2020
- Line selection and editing upon inspection of prototypes by 2<sup>nd</sup> week of December 2019
- Curatorial brief and design of showcase by 2<sup>nd</sup> week of January 2020

Payment Terms and Schedule:

Professional Fee: Php 400,000 net of taxes

1<sup>st</sup> tranche - 25% upon submission of Design Guidelines

2<sup>nd</sup> tranche – 25% upon submission of second report and assessment of product development status

3<sup>rd</sup> tranche – 25% upon execution of the first batch of OTFs (including Creative Taiwan Expo 2020)

4<sup>th</sup> tranche – 25% upon completion of project and submission of final report

Duration:

September 2019 – October 2020 (14 months)

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## REMUNERATION

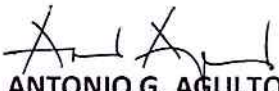
**LEAD DESIGNER / CURATOR** – PHP 400,000 professional fee for the duration of the project.

Travel and accommodation for trips to Taiwan in relation to the project (maximum of 2 trips as agreed with NTCRI) shall be covered by CITEM budget for the PH-TW Craft Cultural Collaboration for the effective year. Payment will be given in 3 tranches for each stage of the implementation of the project.

**DESIGNERS** – No professional fees will be given to the members of the design team. Their services will be covered by a royalty agreement to be sanctioned by CITEM and NTCRI. However, all expenses paid travel and accommodation for the duration of the project to be provided by CITEM and the NTCRI respectively (maximum of 2 trips within the year to cover 1<sup>st</sup> interface and follow-up/prototype inspection as agreed by CITEM and NTCRI). Allowance based on UNDP rates for HK/Taiwan will be provided for every travel within the effective year by CITEM for the Philippine designers.

\*Designs will be covered by a non-disclosure and royalty contract between the manufacturer and designer concerned, sanctioned by the NTCRI and CITEM.

Prepared by:

  
**ANTONIO G. AGULTO**  
STIDS, Creative Industry

Noted by:

  
**MARJO F. EVIO**  
Chief, Creative Industry

Recommending Approval:

  
**ATTY. ANNA GRACE I. MARPURI**  
OIC-DM – Lifestyle & Creative

  
**MA. LOURDES B. MEDIRAN**  
Deputy Executive Director

Approved by:

  
**PAULINA SUACO-JUAN**  
Executive Director

