

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-2019-0319

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 PRODUCT DESIGNER FOR THE  
PHILIPPINE PARTICIPATION IN AMBIENTE 2020**

Approved Budget	:	PHP 708,000.00
Pre-Bid Conference	:	10 December 2019, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	:	13 December 2019, 05:00PM
Opening of Bid	:	17 December 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. Latest Income or Business Tax Return stamped and received by BIR
4. Notarized Omnibus Sworn Statement
5. 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)*

1. Company Profile / Curriculum Vitae
2. List of brief profiles of relevant past projects and clientele
3. Supporting documents pertaining to affiliations and publications, and recognition received
4. Project Plan based on the Terms of Reference

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. (02) 8-831-2201 local 309/294 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 : \_\_\_\_\_

Date: 4-Dec-19  
RFQ No: 2019-0319

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:	10 December 2019	Time: 2:00PM	Venue: Meeting Room 1
Schedule of Opening of Bids:	17 December 2019	Time: 2:00PM	Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		Hiring of Product Designer for the Philippine Participation in Ambiente 2020		
		<i>Please see attached Terms of Reference for more details.</i>		
		Approved Budget : <b>Php 708,000.00</b>		
		Deadline of Submission of Eligibility Documents and Financial Bid and Documentary Requirements for Qualification : <b>13 December 2019, 05:00PM</b>		

- Terms and Condition:**
- Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
  - Bid price must be Inclusive of Value Added Tax.
  - Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
  - Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
  - 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) \_\_\_\_\_

as of 12/4/2019

**TERMS OF REFERENCE FOR THE PROCUREMENT OF  
HIRING OF PRODUCT DESIGNER  
PHILIPPINE PARTICIPATION IN AMBIENTE 2020**

# ambiente

## I. Event Brief

<b>Title</b>	Ambiente 2020
<b>Date</b>	07-11 February 2020
<b>Profile of Exhibitors</b>	Manufacturers/traders of home décor, houseware, seasonal décor and gift items that are currently serving the German and European market and/or want to expand their business to the said market.
<b>Budget</b>	Php708,000.00

## II. Show Background

Ambiente is the world's largest trade fair for consumer goods and is considered to be the annual meeting point for suppliers and trade buyers of this industry. The fair covers three sectors: Dining (kitchenware), Giving (gift items) and Living (furniture, lighting, home accessories, seasonal decor).

In 2019, Philippines marked its fourth year of continued participation in Ambiente carrying the Lifestyle Philippines brand. It is yet the most successful of all the previous editions by far. This success was highly attributed to the right mix of products presented, innovativeness and relevance of design, and cohesiveness of the aesthetic value that gave the Lifestyle Philippines its unique brand character.

On its fifth year, the Philippines returns with the challenge of presenting a stronger Lifestyle Philippines brand by carrying a bigger delegation. With the intent of positioning Philippines as a viable source of high-quality and design-forward home and gifts products in the German and European market, Philippines is to showcase its growing export sector, sophisticated design, and rich craftsmanship.

To sustain the good practices of the past edition, it is crucial for the Philippines to again implement a product development sessions with participating companies by engaging a Product Designer. The said product designer will assist companies in making new products that are sellable / marketable.

## III. Objectives

1. To ensure participating companies in Ambiente 2020 will present new products that are sellable / marketable;
2. To strengthen the Lifestyle Philippines pavilion presentation through new products developed aligned with the overall direction provided by the Design Director;
3. To ensure that all participating companies are properly guided in selecting products to be displayed in their respective booths;
4. To provide design assistance onsite for each participating companies in doing their respective visual merchandising.

## IV. Scope of Work

The Product Designer for the Philippine Participation in Ambiente 2020 will be engaged from **December 2019 to March 2020** to deliver the following scope of work:

<p>I. Product Development, Selection and Curation</p>	<ol style="list-style-type: none"> <li>1. Attend face-to-face consultations with the participating companies to assess existing product collections;</li> <li>2. Enhance / develop two (2) product designs for at least 30 companies in consideration with the overall design direction of the Design Director;</li> <li>3. Conduct final line selection, inspection, and mock-up presentation together with the Design Director prior to product shipment;</li> <li>4. Be present at Ambiente 2020 during ingress to conduct onsite curation / visual merchandising of product displays in compliance to the overall design direction of the Design director;</li> <li>5. Where necessary, enter into a separate agreement with companies regarding intellectual property, ownership, royalties, and/or other special agreement on the companies' outputs;</li> <li>6. Will not hold CITEM responsible for any issue that may arise pertaining to said agreements with companies.</li> </ol>
<p>II. Brand Ambassadorship</p>	<ol style="list-style-type: none"> <li>1. Act as Brand Ambassador of the Philippine participation in Ambiente 2020 in relation to the new products developed for the event, with the following specific roles:             <ol style="list-style-type: none"> <li>a. Represent the Philippine participation in Ambiente 2020 in local and international marketing and promotion initiatives relating to the new products developed by participating companies which may include features and interview across various media platforms;</li> <li>b. Engage in various activities intended for the promotion of the Philippine participation in Ambiente 2020, such as, but not limited to courtesy calls, launches, and press conferences to discuss the inspiration and process behind the product development initiative for the event;</li> <li>c. Provide input / content to CITEM in relation to the product development initiative for Ambiente 2020 for publicity purposes.</li> </ol> </li> </ol>
<p>III. Other Requirements</p>	<ol style="list-style-type: none"> <li>1. Attend all required meetings with the CITEM Project Team for Ambiente 2020 or the CITEM Management.</li> <li>2. Bear the cost/expenses and facilitate own logistical requirements as well as own personal and incidental expenses to be incurred from local trips for product development and from international trip for Ambiente.</li> <li>3. Prepare post-event report highlighting each company's product potential and capacity and proposals / recommendations for the future participation of CITEM in Ambiente.</li> </ol>

## V. Qualification

To be considered for qualitative evaluation, the Product Designer should possess the following qualifications:

1. Should have a proven track record of at least 10 years of experience in home and gifts product design;
2. Should have had experience in a trade event / similar event that showcases home and/or gifts products;
3. Should be influential in the design community;
4. Must have no pending valid business or administrative complaint/s filed by third parties, or government agencies.

## VI. Qualitative Evaluation

Qualified participants must undergo qualitative bidding and must submit the following documents along with the financial and legal documents required by the CITEM Bids and Awards Committee (BAC):

1. Company Profile / Curriculum Vitae;
2. List and brief profiles of relevant past projects and clientele;
3. Supporting documents pertaining to affiliations and publications, and recognition received;
4. Project Plan based on the terms of Reference.

Bidders will be rated based on the following criteria:

CRITERIA	POINTS
<b>Length of relevant experience in product design for home and gifts items</b> <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>	<b>35</b>
<b>Should have had experience in a trade event / similar event that showcases home and/or gifts products</b> <ul style="list-style-type: none"> <li>• 8 events and above (35 points)</li> <li>• 7 events and below (25 points)</li> </ul>	<b>35</b>
<b>Reputation, influence and impact in the design community</b> <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 design community (e.g. publications, international speaking engagements, significant involvement in design / trade exhibitions) (15 points)</li> </ul>	<b>30</b>
<b>TOTAL</b>	<b>100</b>

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**ambiente**

Bidders must acquire a score at least 80 points in order to proceed to the evaluation of their financial proposal.

**VII. Timeline**

Administrative Preparations (c/o CITEM) <ul style="list-style-type: none"> <li>• Procurement period</li> <li>• Identification of participating companies</li> <li>• Logistical preparations</li> </ul>	November - December 2019
Development of Product Design <ul style="list-style-type: none"> <li>• Consultation and approval of the product design from the Design Director</li> </ul>	December 2019
Product Development and Selection	December 2019
Shipment of items (MNL – FRA)	December 2019
Ingress <ul style="list-style-type: none"> <li>• Onsite visual merchandising</li> </ul>	05-06 February 2019
Event Proper	07-11 February 2019
Egress and evaluation	11 February 2019

**VIII. Budget and Mode of Payment**


This requirement has a budget of Php708,000.00 inclusive of all travel expenses and applicable taxes. Payment shall be made in the following schedule:

- 35% - Upon submission of the product development designs for 15 companies
- 30% - Upon submission of the product development designs for another 15 companies
- 35% - Upon submission of post-event evaluation report

Prepared by:

  
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Noted by:

  
**Anna Marie D. Alzona**  
Chief, Fashion Lifestyle

Recommending Approval

  
**Atty. Grace Marpuri**  
Project Direction, Operation Group 1

Approved by:

  
**Paulina Suaco - Juan**  
Executive Director

