#### 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-2020-0178

# NOTICE TO CONDUCT PROCUREMENT OF GOODS AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING SERVICES TO BE PROCURED AND PERFORMED OVERSEAS

Pursuant to GPPB-Resolution No. 28-2017 dated 31 July 2017, the Center for International Trade Expositions and Missions (CITEM), through its Bids and Awards Committee (BAC), hereby issues this Notice for:

## HIRING OF AN ONLINE B2B MEETING ORGANIZER FOR CAEXPO AND CIIE 2020 PARTICIPANTS

Approved Budget for the Contract: PHP 1,400,000.00

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/218 or fax no. 834-0177/8331284 or e-mail at citembac@citem.com.ph.

ATTY. ANNA GRACE I. MARPURI Chairman, CITEM-BAC

## CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City Tel.: (632) 8-831-2201 local 309/218 E-mail: <a href="mailto:citembac@citem.com.ph">citembac@citem.com.ph</a>

CITEM.BAC.FR.008

### **REQUEST FOR QUOTATION** (OVERSEAS PROCUREMENT)

Company Na	mo:	<del>,</del>		4-Dec-2020 2020-0178	
Address:			NI Q NO.	2020-0170	
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 or in a compressed folder submitted at citembac@citem.com.ph.					
Schedule o	f Openi	ng of Bids: 10 Dec. 2020 Venue: Zoom	Time:	2:00 PM	
QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT	
		HIRING OF COMPANY TO PROVIDE B2B MATCHING WITH CHINA COMPANIES			
		Tentative B2B Date: 17 and 18 December 2020 and 2 days in 1st Quarter of 2021			
		Scope of Work:			
		B2B matching between PH suppliers / manufacturers and China-based buyers/importers			
		Facilitation of meeting and campaign for buyers			
		Please see attached Terms of Reference for more details.			
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		Qualitative Evaluation Document to be submitted:			
		Company profile indicating the no. of years in industry, clientele, offices/networks in China			
		and if with Philippine agency partner, backdground of partnership			
		Approved Budget for the Contract: PHP 1,400,000.00			
		Deadline of Submission of Qualitative Evaluation Documents			
		and Quotation: 09 December 2020, Wednesday, 12:00NN			
Terms and Conditions:  1.) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.  2.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.  3.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.  The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may					
		ous to the government.	,		
			INA GRACE I. MA Chairman	ARPURI	
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 Contracting of Online B2B Meeting Organizer For CAEXPO and CIIE 2020 Participants

#### I. Background and Rationale:

As part of the continuing presence in the Chinese market program and as an additional service to the exhibitors of the China projects in 2020, we are proposing B2B Matching activities for the participants of CIIE and CAEXPO 2020.

The first schedule of the B2B matching, tentatively scheduled on 17-18 December 2020, shall include the CAEXPO 2020 exhibitors. The 2<sup>nd</sup> schedule, two (2) days in the first quarter of 2021, shall include select exhibitors of the two (2) CN OTF participations.

#### II. Objective

To support the efforts for the continuing presence in the China market program; To provide additional leads for companies already introduced in the Chinese market; and,

To build stronger business connections in the Chinese trading network.

#### III. Requirement

Hire services of an online B2B meeting organizer to provide online business matching activities between PH manufacturers and exporters with CN importers, wholesalers, distributors and retailers.

#### IV. Scope of Work:

- Invite quality buyers according to the products of participating PH companies.
- Arrange B2B matching for 24 companies on 17-18 Dec. 2020 and for no less than 50 but no more than 60 companies in the 1<sup>st</sup> Quarter of 2021 schedule.
- Organize a minimum of 4 meetings per participating PH companies for each of the two sessions (17-18 December 2020 and in 2 days in the first quarter of 2021)
- Prepare buyers profile and business information (contacts, interested category, etc.)
- Feature the events on its various media platforms to encourage participation
- Arrange a post one-to-one meeting between seller and interested buyer
- Follow up the meeting and submit feedback summary
- Publicity or posting of the scheduled online B2B matching in the supplier's own website, social media accounts and other networks.
   Proof of the posting, such as photos or screen captions, are to be presented in the report.
- Provide a comprehensive database of buyers that can deliver quality matches with buyer ranging from legitimate importers and distributors
- Provide a contact list of buyers met during the event
- Provide a comprehensive report on the matches made between exhibitors and companies with emphasis on buyer/market feedback on the exhibitor products.

#### ٧. Qualification

- Must have more than three (3) years if experience in B2B matching physical or online for the food sector;
- 2. Must have an extensive database of buyers from one or more trading regions in China; and,
- 3. Must have worked with Philippine companies or agency in the past, for a similar project or deliverable.

#### VI. Qualitative Evaluation

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Qualification	Score			
B2B Matching Experience	0 to 3 Years- 0 Points			
	3 to 5 years- 20 Pts			
	5 to 10 Years- 30 Pts			
	10 Years and above- 40 Points			
Presence or Network in China	Limited to 1 Region- 20 Pts			
	More than 1 Region- 30 Pts			
Experience in working with PH companies or	None- 0 Points			
Agencies	With experience- 30 points			
Total/Maximum Score	100 pts			

Passing score is 80 points. Only those who pass are eligible.

#### VI. **Terms of Payment**

The total budget is Php 1,400,000.00 inclusive of all applicable taxes. This shall be paid based in two (2) tranches, every after scheduled B2B Meeting. To process, the supplier must submit a report on the results to include the list of met buyers, and the website and social media postings as indicated in the scope of work.

In case of incomplete delivery and unsatisfactory service, a mutually agreed amount shall be deducted from the total contract price.

Prepared by:

Noted by:

**ALEX LUCAS Project Officer** 

ĚVA MARÆ C. MARIQUINA

OIC, OG2-OTF

Recommending Approval:

Approved by:

RAMENADA ROWENA G. MENDOZA

PAULINA SUACO-JUAN

OIC, OG2

Executive Director