

**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-2020-0087

**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 DESIGN SPECIALIST FOR HOME AND LIGHTING +  
GERMANY/EU OF OVERSEAS TRADE FAIRS 2020**

Approved Budget	: PHP 840,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	: 28 July 2020, 05:00PM
Opening of Bid	: 30 July 2020, 02:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

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

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/ Compressed Folder)*

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

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

- **Curriculum Vitae** that includes the following:
  - i. Length of relevant experience in home and lighting product design;
  - ii. List of experiences in a trade event / similar event that showcases home and lighting products;
  - iii. Past and current relationship / industry affiliations with key players or influential international personalities as well as exposure through publications
  - iv. Portfolio of Product Designs
  - v. Featured / Articles in local or international publications (printed or online) relevant to contributions to the design community (e.g. publications, international speaking engagements, significant involvement in design/trade exhibitions)

Bidders are encouraged to submit these documents to the BAC Secretariat online at [citembac@citem.com.ph](mailto:citembac@citem.com.ph) or at CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed an hour before the date and time of the Opening of Bids indicated above.

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: 14-Jul-2020  
 RFQ No: 2020-0087

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 Opening of Bids:**     30 July 2020     **Time:**     2:00PM     **Venue:**     Online Microsoft Teams

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<b>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + GERMANY/EU OF OVERSEAS TRADE FAIRS 2020</b>		
		<i>Please see attached Terms of Reference for detailed requirements and scope of responsibility.</i>		
		<b>APPROVED BUDGET FOR THE CONTRACT : <u>PHP 840,000.00</u></b>		
		<b>DEADLINE FOR SUBMISSION OF ELIGIBILITY DOCUMENTS, FINANCIAL BID AND DOCUMENTARY REQUIREMENTS FOR THE QUALITATIVE EVALUATION : <u>28 July 2020, 05:00PM</u></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

### Hiring of Design Specialists for Product Development Manila FAME October 2020

#### RATIONALE

For over three decades, Manila FAME, has nurtured and promoted Philippine manufacturers and bannered the Philippine brand of craftsmanship in the global market. Through the Manila FAME, CITEM has established the country's image as the premier destination for quality export products and services, anchored on its mandate to develop, nurture, and promote globally competitive small and medium enterprises (SMEs), exporters, designers, and manufacturers. Taking inspiration from the rich cultural and material heritage of the Philippines, Manila FAME tells the stories of the Filipino artisans – how they utilize natural and indigenous raw materials to create products of ingenious design and craftsmanship. It continues to set the bar for creativity and craftsmanship and aims to convert more of its stakeholders towards innovation as we cross the 4<sup>th</sup> industrial revolution.

Amidst the price war among ASEAN countries, the Philippines has successfully created a niche in international sourcing circles as a reliable source of export products competing with quality, value and reliability. The Philippines remains a hub for design which attracts buyers of special lifestyle items and the contract market. Yet, with the disrupted buying patterns and dwindling buyer attendance across trade fairs globally coupled by volatile markets, Manila FAME's trade fair model is being challenged to adapt, evolve and survive. Hence, the show is adopting another framework with the hope of growing while strategically classifying its participants into four major categories namely Signature, Sourcing, Neo and Artisan to satisfy the needs and sensibilities of the show's audience.

In support of this reimagination of Manila FAME is a strategic effort to weave the product development program seamlessly from overseas trade fairs targeted by CITEM to its signature event Manila FAME which shall be the culmination of its showcase.

This strategy addresses the need to showcase new products designed with the buyers in mind. Specifically, these newly developed products will satisfy the unique tastes of buyers coming from completely different markets while staying true to the traditions of Filipino craftsmanship of Philippine manufacturers and exporters.

Implementing this strategy requires the services of design experts who will be able to develop a holistic product collection with consideration to the narratives for Manila FAME and insights on the target markets of Philippine lifestyle products in preparation for Manila FAME October 2020.

#### GENERAL OBJECTIVES

1. To promote the Philippines as the leading source of high-quality and high-designed lifestyle products;
2. To ensure that Manila FAME upholds its niche as a hub for design and craftsmanship, and a sourcing destination for Philippine creative and design talent as well as craft and manufacturing capabilities;
3. To keep Philippine exhibitors innovative and attuned to latest international market trends and demands;



4. 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;
5. To develop among our exhibitors a strong foundation and appreciation of the value of product design as tool for global trade competitiveness; and
6. To create a platform that will nurture collaboration between designers and manufacturers.

## SPECIFIC OBJECTIVES

1. To conduct product development to a minimum of 90 companies participating in Manila FAME October 2020.

Product Designer	Minimum Number of Companies to be Assisted
Home & Lighting (MF Sourcing + US/Asia Market)	20 Companies
Home & Lighting (MF Sourcing + France/EU Market)	20 Companies
Home & Lighting (MF Sourcing + Germany/EU Market)	20 Companies
Home & Lighting and Fashion (Artisans)	30 Companies

## REQUIREMENTS

- A. 1 Product Designer for Home & Lighting (Sourcing) + USA/Asia Market
- B. 1 Product Designer for Home & Lighting (Sourcing) + France/EU Market
- C. 1 Product Designer for Home & Lighting (Sourcing) + Germany/EU Market
- D. 1 Product Designer for Home and Fashion (Artisans)

## SCOPE OF WORK

### Manila FAME October 2020

#### I. Product Development/Selection Program

1. Upon CITEM coordinator's identification and assignment of companies to each product designer, based on the companies' product category and application, product designers shall conduct 2-3 consultation meetings regarding product development/enhancement/selection/mix to each participating company within the work calendar/engagement and through the appropriate CITEM coordinator.
2. Oversee the product development program of participating companies for Manila FAME October 2020. Minimum of 6 new products per company. Total Number of companies and required Product Designers, below:



Product Designers	Minimum No. of Companies	Target No. of Companies
1 Product Designer for Home & Lighting (Sourcing) + USA/Asia Market	20 Companies	25 Companies
1 Product Designer for Home & Lighting (Sourcing) + France/EU Market	20 Companies	25 Companies
1 Product Designer for Home & Lighting (Sourcing) + Germany/EU Market	20 Companies	30 Companies
1 Product Designer for Home and Fashion (Artisans)	30 Companies	40 Companies
TOTAL (4 Product Designers)	90 companies	120 companies

3. Develop specifically market targeted capsule collections for participating companies. The products to be developed shall target overseas markets particularly buyers from Europe, Germany, the US and Asia Markets, being the consistent and biggest buyer arrivals of Manila FAME.

The newly developed products shall be showcased collectively in Manila FAME 2020. Likewise, products developed targeting particular markets may be shown as standalone collections should any of the participating companies also join overseas trade shows i.e. Maison et Objet 2020 (Paris).

4. Specifically, products to be developed for France + EU Market shall be likewise showcased in the Maison et Objet in September 2020, and the product specialist shall conduct visual merchandising and curation of newly developed products for the said trade show.
5. 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.
6. Should the product designer/s be unable to serve the sector/market they are assigned to due to unforeseen circumstances or *force majeure*, and other factors beyond their control (e.g. no applicants), they shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary.

Below are the alternative deliverables that may be suggested or negotiated with the product development designers should there be any unforeseen circumstances that arise that hinder the successful delivery of the project/s:

Conditions	Actions	Remarks
1. No applicants	Cancelled contract	CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case when there are no interested sign-ups,



		CITEM shall formally inform the designer/s and release them from the contract
2. Does not meet target no. of companies	CITEM may allow the designer/s to provide design services to participants from a different market/ sector to meet their own targets, as long as the other designers' deliverables shall not be affected.	Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different sectors/markets.
3. Does not meet minimum no. of companies	CITEM will compensate the designers based on the number of companies they served.	For example: 15 companies successfully assisted x Design Specialist's Rate = Payment Designer shall receive

**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 2020.



## PROGRAM OF ACTIVITIES

ACTIVITIES	TIMELINE
Initial Round of Visits/Consultations - One-on-one meetings with participating companies	June 2020
Sending of rendered/additional designs to the companies	July – August 2020
2 <sup>nd</sup> Round of Visits/Consultations Inspection of prototypes	
Product Pictorial	August – September 2020
Line review 2 <sup>nd</sup> batch of samples for Manila FAME	September 2020
Mock-up	1 <sup>st</sup> Week of October 2020
Ingress 13 October                      01:00PM – 10:00PM 14 October                      10:00AM – 10:00PM	13 – 14 October 2020
Fair Proper 15 October                      09:00AM – 07:00PM 16 October                      09:00AM – 07:00PM 17 October                      09:00AM – 07:00PM	
Visual merchandising	15 – 17 October 2020
Evaluation	
Assessment and Next steps Report-writing and submission	
	November 2020

## QUALIFICATIONS

Interested bidders are allowed to bid only in **ONE (1)** project of his/her choice.

### MANILA FAME SOURCING

#### Designer for Home and lighting

<b>(US / Asia)</b>	1. Should have a proven track record of at least 15 years of experience in home & lighting product design;	2. Should have had experience in a trade event / similar event that showcases home and lighting products;	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.
<b>(France/EU)</b>				
<b>(Germany/EU)</b>				
Material familiarity: Resin, Shell, Wood, Metal, Stone, Ceramics, natural fibers, and other materials				

### MANILA FAME ARTISANS

<b>Designer for Home and Fashion</b>	1. Should have a proven track record of at least 10 years of experience in home product design with expertise in	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>	4. Must have no pending valid business or administrative complaint/s filed by third parties, or government agencies.
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	weaving & basketry;			
Material familiarity: Rattan, Abaca, Buri and other natural fibers, wood, shell and other indigenous materials				

**EVALUATION BY THE TECHNICAL WORKING GROUP**

A **Qualitative Evaluation** shall be conducted prior to the opening of the bid proposal based on the following qualifications/criteria.

Only the interested bidders who will attain at least **80 points**, shall be considered for the financial bid. The lowest financial bid offer shall be awarded the contract.

**I. Technical Proposal**

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

<b>MANILA FAME SOURCING</b>			
<b>Designer for Home and lighting</b>			
<b>(US / Asia)</b>	1. Should have a proven track record of at least 15 years of experience in home & lighting product design; <ul style="list-style-type: none"> <li>▪ Length of relevant experience               <ul style="list-style-type: none"> <li>○ 15 years and more (35 points)</li> <li>○ 10 - 14 years (30 points)</li> <li>○ 9 - 13 years (25 points)</li> <li>○ below 9 years (15 points)</li> </ul> </li> </ul>	2. Should have had experience in a trade event / similar event that showcases home and lighting products; <ul style="list-style-type: none"> <li>▪ 10 events and above (35 points)</li> <li>▪ 9 events and below (25 points)</li> </ul>	3. Should be influential in the design community; <i>and</i> Reputation, influence and impact in the design community. <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>(France/EU)</b>			
<b>(Germany/EU)</b>			
<b>DOCUMENTS TO BE SUBMITTED</b>	1. Curriculum Vitae	1. List of Events/ Showcases 2. Designer's Portfolio of Product Designs	1. Curriculum Vitae 2. Features / articles in local or international publications (printed or online)
<b>100 PTS</b>	<b>35 POINTS</b>	<b>35 POINTS</b>	<b>30 POINTS</b>
Material familiarity: Resin, Shell, Wood, Metal, Stone, Ceramics, natural fibers, and other materials			

<b>MANILA FAME ARTISANS</b>			
<b>Designer for Home and Fashion</b>	1. Should have a proven track record of at least 10 years of experience in	3. Should have experience in a trade event / similar event	3. Should be influential in the design community; <i>and</i> Reputation, influence and impact in the design community



	<p>home product design with expertise in weaving &amp; basketry;</p> <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 (15 points)</li> </ul> </li> </ul>	<p>that showcases home products;</p> <ul style="list-style-type: none"> <li>▪ 8 events and above (35 points)</li> <li>▪ 7 events and below (25 points)</li> </ul>	<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>DOCUMENTS TO BE SUBMITTED</b>	1. Curriculum Vitae	1. List of Events/ Showcases 2. Designer's Portfolio of Product Designs	1. Curriculum Vitae 2. Features / articles in local or international publications (printed or online)
<b>100 PTS</b>	<b>35 POINTS</b>	<b>35 POINTS</b>	<b>30 POINTS</b>
Material familiarity: Rattan, Abaca, Buri and other natural fibers, wood, shell and other indigenous materials			

### PERIOD OF ENGAGEMENT

The Product Designers will be engaged from the issuance of Award Notice to November 2020.

### BUDGET AND MODE OF PAYMENT

#### I. Professional Fee

As Product Designers to be hired shall be required to travel, in consideration that exhibitors being served are spread all over the Philippines (and final exhibit execution may be in the country or overseas), to successfully deliver their undertakings, their respective professional fees include travel expenses, and all applicable taxes in the total contract price. Travel budgets vary per destination (domestic and overseas, as required by the corresponding bid category).

Total budgetary requirements are:

(MANILA FAME SOURCING)

- a. 1 Product Designer for Home & Lighting + USA/Asia PhP700,000 (inclusive of domestic travel expenses, and all applicable taxes)
- b. 1 Product Designer for Home & Lighting + France/EU PhP950,000 (inclusive of domestic and overseas travel expenses, and all applicable taxes)
- c. 1 Product Designer for Home & Lighting + Germany/EU PhP840,000 (inclusive of domestic travel expenses, and all applicable taxes)

(MANILA FAME ARTISANS)

- d. 1 Product Designer for Home and Fashion – PhP950,000 (inclusive of domestic travel expenses, and all applicable taxes)



## II. Payment Schedule

Payment shall be made in the following schedule:

- 40% - upon submission of the preliminary product development designs for the assigned Manila FAME October 2020 companies.

**Deliverables:** submission of the product development designs for the assigned Manila FAME October 2020 companies.

- 40% - upon final inspection of finalized prototypes of the assigned Manila FAME October 2020 companies.

**Deliverables:** inspection and approval of final prototypes for the assigned Manila FAME October 2020 companies.

- 20% - upon submission of Manila FAME October 2020 post-event evaluation report and photos of final products.

**Deliverables:** submission of Manila FAME October 2020 post-event evaluation report and photos of final products.

## III. Corresponding Deductions/Penalties:

The Product Designer/s to be engaged shall be given corresponding deductions from the total amount of payment should the designer/s be unable to deliver their undertakings:

Particulars	Deduction
Inability of Product Designer/s to provide assistance to the approved number of companies.	Total value of deduction shall be computed based on the disparity between actual number of companies assisted and approved number of companies, multiplied by the per company rate of each product designer's market.
	(MANILA FAME SOURCING)
	a. Product Designer for Home & Lighting + USA/Asia PhP 28,000.00 per company
	b. Product Designer for Home & Lighting + France/EU PhP 28,000.00 per company
	c. Product Designer for Home & Lighting + Germany/EU PhP 28,000.00 per company
	(MANILA FAME ARTISANS)
	d. Product Designer for Home and Fashion PhP 23,750.00 per company

## IV. Incidental

Should the ingress set-up require the designers to work onsite beyond 12:00 midnight of 14 October 2020 due to circumstances that are not of their fault (i.e. delay caused by the contractor, procurement issues, venue-related problems, or construction related accidents), CITEM will shoulder the cost of one (1) room night accommodation (single deluxe room), per product designer, in the hotel where CITEM staff are billeted or if fully occupied, in one of its partner hotels.



If the event is cancelled due to unforeseen circumstances or *force majeure*, the contract may be extended until the next event where the same approved concept shall be implemented, or the contract shall be paid pro-rated based on the accomplished deliverables stipulated in the terms of payment. Extension of contract shall not incur any additional payment to hired product designers.

Prepared by:

**ANTONIO G. AGULTO**  
STIDS, SET - OG1

Recommending Approval:

**MARJO F. EVIO**  
Division Chief, SET - OG1

**ATTY. ANNA GRACE MARPURI**  
OIC - Department Manager, OG1

Approved by:

**PAULINA S. JUAN**  
Executive Director