

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-2020-0071

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 NEO PRODUCT CONSULTANT FOR
MANILA FAME OCTOBER 2020**

(Please see attached Terms of Reference for more details)

Approved Budget	:	PHP 250,000.00
Pre-Bid Conference	:	10 March 2020, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	:	13 March 2020, 05:00PM
Opening of Bid	:	19 March 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, 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)

- Curriculum Vitae or Company Profile that includes the following:
 - i. Minimum of three (3) brand management samples or related projects;
 - ii. Printed portfolio of at least three (3) styling or visual merchandising projects;
 - 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 fashion 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. (02) 8-831-2201 local 309/294 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: 6-Mar-2020

RFQ No: 2020-0071

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:	<u>10 March 2020</u>	Time:	<u>2:00PM</u>	Venue:	<u>Meeting Room 1</u>
Schedule of Opening of Bids:	<u>19 March 2020</u>	Time:	<u>2:00PM</u>	Venue:	<u>Meeting Room 1</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF NEO PRODUCT CONSULTANT FOR MANILA FAME OCTOBER 2020		
		<i>Please see attached Terms of Reference for more details.</i>		
		APPROVED BUDGET FOR THE CONTRACT : <u>PHP 250,000.00</u>		
		DEADLINE FOR SUBMISSION OF ELIGIBILITY DOCUMENTS, FINANCIAL BID AND DOCUMENTARY REQUIREMENTS FOR THE QUALITATIVE EVALUATION : <u>13 March 2020, 05:00PM</u>		

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 NEO PRODUCT CONSULTANT FOR MANILA FAME OCTOBER 2020****RATIONALE**

The Center for International Trade Expositions and Missions (CITEM) is mandated to market and promote the Philippines as a reliable source of quality export products and services in the global market through trade fairs and missions and other export promotional programs. For this purpose, the agency organizes professionally managed, locally held signature events, as well as international trade fair participation.

For 35 years, CITEM has established the country's image as the premier destination for quality-and-design-centric export products and services. It continues to set the highest standards of creativity, excellence and innovation to achieve export competitiveness in the international market.

With the continued influence of social media and online trends, the e-commerce sector rapidly increases in attractiveness as the number of potential consumers grows fast, allowing for many newcomer brands, both local and foreign to enter the online market.

On its 71st edition, Manila FAME wants to serve as a platform for these new breed of brands and products under NEO, a new show segment of Manila FAME that will showcase the Philippines' top emerging home, lifestyle and fashion brands with a strong social media presence who aims to compete in the international market.

In this regard, Manila FAME needs a consultant with a keen eye for the latest online styles and trends, and expertise in visual merchandising. The consultant shall assist CITEM in selecting the top e-commerce brands and creating a showcase of these brands.

OBJECTIVES

1. Engage the services of a NEO Product Consultant;
2. Identify, invite and ensure participation of at least 30 e-commerce brands from the home, lifestyle and fashion sectors;
3. Provide consultation services to the participating brands through one-on-one product consultations
4. Provide onsite visual merchandising/curatorial services to each brand to have an impactful presentation in Manila FAME NEO; and
5. To identify the terms/deliverables needed for the Product Consultant.

REQUIREMENT

- Hire a **NEO Product Consultant** with expertise in visual merchandising and has a strong social media presence.

SCOPE OF WORK

NEO Product Consultant Undertaking:

A. Participation

1. Identify and enlist top e-commerce brands in the country and campaign to ensure participation of at least 30 brands from the list. (No participation fee will be paid directly to the consultant.)
2. Submit screening/evaluation report per brand enlisted.

B. Product Consultation

1. Conduct product consultation with each participating brand within the work calendar/engagement and through the appropriate CITEM coordinator.
2. Conduct final inspection of the products to be showcased prior to the ingress.
3. Submit post-evaluation report with photos.

C. Visual Merchandising/Curation

1. The NEO Product Consultant must able to create an engaging and innovative visual display for each of the participating brand's various products and/or collections that will entice buyers and result in retail sales for the brands.
2. Submit post-evaluation report with photos.

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 the Bidder with a minimum score of at least 85 points, shall be considered for the financial bid.

Criteria	Required Documents	Value Point
Relevant experience in managing retail brands; <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) 	Curriculum vitae or company profile with minimum 3 brand management samples or related projects	35 points
Should have had experience as a stylist/visual merchandiser in similar events for retail brands <ul style="list-style-type: none"> ○ 8 events and above (35 points) ○ 7 events and below (25 points) 	Curriculum vitae or company profile with printed portfolio of at least 3 styling or visual merchandising projects	35 points

Reputation, influence and impact in the retail community <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 fashion community (e.g. publications, speaking engagements) (15 points) 	Curriculum vitae or company profile	30 points
TOTAL		100 points

TIMELINE	
Submission of the application forms and product profile sheet of the 30 e-commerce brands	April 2020
Product Consultation Engagement per brand	May – July 2020
Final Product Inspection	September 2020
Ingress	14 October 2020
Fair Proper <ul style="list-style-type: none"> - Supervision and visual merchandising/curation in Manila FAME NEO 	15 – 17 October 2020
Evaluation <ul style="list-style-type: none"> - Assessment and next steps 	November 2020

PERIOD OF ENGAGEMENT

The NEO Product Consultant will be engaged from March to November 2020.

BUDGET AND MODE OF PAYMENT

Budget for hiring services of the NEO Product Consultant is **PhP250,000.00 inclusive of all taxes** to be charged to CITEM budget for Manila FAME October 2020.


Payment shall be made on the following schedule:

- 50% - upon submission of the screening/evaluation report of the 30 enlisted NEO brands on/before 30 April 2020.
Deliverables: submission of the screening/evaluation report of the 30 enlisted NEO brands on/before 30 April 2020.
- 50% - upon submission of Manila FAME October 2020 NEO post-event evaluation report and photos 30 days after the show.
Deliverables: submission of Manila FAME October 2020 NEO post-event evaluation report and photos of 30 days after the show.


Prepared by:


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TIDA, Signature Events Team
Operations Group 1


Recommending Approval:


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OIC-DM, Operations Group 1

Noted by:


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Paulina Suaco Juan
Executive Director

