

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-2021-0040

**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 TELEMARKETER TO PROMOTE THE JAPAN B2B
MATCHMAKING ACTIVITIES FOR TOKYO ON 23 JUNE 2021**

(Please see attached Request for Quotation for more details)

Approved Budget of the Contract: PHP 90,000.00 or JPY 200,000.00

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



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: 03 June 2021

Company Name: _____
Address: _____
Contact No.: _____

RFQ No.: 2021-0040

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 OR compressed folder and submitted to CITEM BAC.


Deadline of Submission of Quotation: <u>07 June 2021</u>	Time: <u>12:00PM</u>	
Schedule of Opening of Bids: <u>07 June 2021</u>	Time: <u>03:00PM</u>	Venue: <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF TELEMARKETER TO PROMOTE THE JAPAN B2B MATCHMAKING ACTIVITIES FOR TOKYO ON 23 JUNE 2021</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 90,000.00 or JPY 200,000.00</u></p> <p>Telemarketers to promote the Japan B2B Matchmaking Activities for Tokyo on 23 June 2021 and implement a telemarketing campaign whole-day for ten (10) days at JPY 20,000.00 per day</p> <p><i>Scope of Work:</i></p> <ol style="list-style-type: none"> 1. Telemarketing campaign for Japanese food buyers in Tokyo from 09 June to 22 June 2021 (10 working days) with weekly reports to be submitted to CITEM and PTIC-Tokyo on buyers contacted per day and leads generated. <i>(Target: 40-50 buyers contacted per day from 10 AM - 6 PM)</i> 2. Telemarketer to be hired must be based in Tokyo and have at least three (3) years of telemarketing experience <p>Engagement to begin upon issuance of the Notice of Award. Timeline can be adjusted based on contractor's willingness to work on weekends as long as 10 days of telemarketing services are rendered.</p>		

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 CITEM and Supplier.
- 3) Any alterations, erasures or overwriting 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 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).: _____
Email: _____