

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-2021-0090

**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 SUSTAINABILITY SPECIALIST FOR MENTORSHIP
PROGRAM FOR HOME & FASHION LIFESTYLE**

(Please see attached Request for Quotation Form and Term of Reference for more details)

Approved Budget for the Contract: PHP 1,100,000.00

Qualitative Evaluation Documents to be submitted:

1. Curriculum Vitae indicating:
 - a. Track record of experience in industrial, spaces and home & fashion lifestyle product design
 - b. Past and current collaborations, affiliations with key industry players and other influential personalities as well as exposure through publications
 - c. Relevant contribution to the design community (e.g. publications, international speaking engagements, significant involvement in design/trade exhibitions)
2. List of Events/Showcases in local and international exhibitions, and trade events (or other similar events)
3. Designer's Portfolio of Product Designs
4. Features / articles in local or international publications (printed or online)

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: 20 September 2021

Company Name: _____

RFQ No.: 2021-0090

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 OR compressed folder and submitted to CITEM BAC.

Deadline of Submission of Quotation and Qualitative Evaluation Documents: <u>23 September 2021</u>	Time: <u>12:00NN</u>
Schedule of Opening of Qualitative Evaluation Documents: <u>23 September 2021</u>	Time: <u>12:00NN</u>
Schedule of Opening of Bids: <u>24 September 2021</u>	Time: <u>02:00PM</u> Venue: <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p>HIRING OF SUSTAINABILITY SPECIALIST FOR MENTORSHIP PROGRAM FOR HOME & FASHION LIFESTYLE</p> <p><i>(Please see attached Term of Reference for more details)</i></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 1,100,000.00</u></p> <p><u>Qualitative Evaluation:</u> Required to submit below documents:</p> <ol style="list-style-type: none"> 1. Curriculum Vitae indicating: <ol style="list-style-type: none"> a. Track record of experience in industrial, spaces and home & fashion lifestyle product design b. Past and current collaborations, affiliations with key industry players and other influential personalities as well as exposure through publications c. Relevant contribution to the design community (e.g. publications, international speaking engagements, significant involvement in design/trade exhibitions) 2. List of Events/Showcases in local and international exhibitions, and trade events (or other similar events) 3. Designer's Portfolio of Product Designs 4. Features / articles in local or international publications (printed or online) 		

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: _____



TERMS OF REFERENCE

Hiring of Sustainability Specialist for Mentorship Program for Home & Fashion Lifestyle

I. BACKGROUND AND RATIONALE

For over three decades, Manila FAME, has 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 4th industrial revolution.

Taking a step further, we introduce the principles of sustainability through process audit and improvement, and innovation in materials and production through this coaching and mentorship intervention, which will be weaved into our integrated product development program with an end goal of capacitating our exhibitors in sustainability in production and processes, as well as design and aesthetics, market access, and others.

Through the Asia Design Sharing Council, a network for cooperation between Korea and Southeast Asian nations, CITEM proposed during the 2020 council meeting its sustainability agenda focusing on a design summit and mentorship program. The Korea Institute of Design Promotion (KIDP) acknowledged the importance of sustainability in the design process and expressed their openness to collaborate for this program.

The KIDP is a long-time partner of CITEM having implemented projects such as the Philippines-Korea Design Sharing Conferences and exhibition exchanges between Manila FAME and Design Korea. The KIDP re-affirms its cooperation with CITEM through this program by screening and recommending a specialist from Korea for this program. CITEM shall engage the services of **One (1) Korean Specialist who will serve as mentor** (herein referred to in this document as **Specialist**) who will assist a pilot group of companies by developing coaching modules on improving processes, material evaluation and manipulation, new techniques and technologies, among others.

SUSTAINABILITY IN EMERGING ECONOMIES

The Philippines is recognized as one of the richest in the world in terms of biodiversity. Our archipelago is teeming with natural resources, and it is through these resources that our material culture and artistic expressions flourished. Our forebearers drew inspiration from nature for their creative expressions and developed specific skills and techniques in the way they transformed available raw materials into products of practical use, as well as objects of artistic and cultural value.

How society used these natural resources over time has shaped our economic and environmental realities of the present and future. As we struggle with the various repercussions of our abuse and misuse of nature, humanity is going back to the fundamental principles of sustainability. Material sourcing, processing, distribution, consumption, disposal, recovery, and conversion - these operative words define a cycle of what we recognize as circular economy, a system aimed at eliminating waste and continual use of resources



While the Philippines is regarded as one of the richest in biodiversity, ironically, it is also the 3rd largest contributor to ocean plastics according to Ocean Conservancy and McKinsey Center for Business and Environment. This may be attributed primarily to the country’s sachet consumption culture.

The Philippines ranks 102nd out of 180 countries in the Global Sustainability Competitiveness Index (GSCI). The GSCI measures competitiveness of countries based on measurable, quantitative indicators derived from various reliable sources such as the UN, World Bank and IMF, which are grouped into 5 sub-indexes: **Natural Capital**, **Resource Efficiency and Intensity**, **Intellectual Capital**, **Governance**, and **Social Cohesion**. The Philippines ranks 45th in Resource Efficiency and Intensity (its highest in the 5 sub-indexes) and 125th in Intellectual Capital.

Korea on the other hand is 35th in GSCI and quite expectedly, ranks 1st in **Intellectual Capital**, which is the basis for innovation capability and economic competitiveness.

To compare the two countries in the global ranking out of 180 countries:

	South Korea	Philippines
Global Sustainability Competitiveness	35	102
1. Natural Capital natural environment, availability of resources, and level of depletion of those resources	161	143
2. Governance Efficiency Results of core state areas and investments – infrastructure, market and employment structure, the provision of a framework for sustained and sustainable wealth generation	37	56
3. Intellectual Capital capability to generate wealth and jobs through innovation and value-added industries in the globalized markets	1	126
4. Resource Efficiency and Intensity efficiency of using available resources as a measurement of operational competitiveness in a resource-constraint World.	177	45
5. Social Cohesion health, security, freedom, equality and life satisfaction within a country	17	113

Source: The Sustainable Competitiveness Report, 9th edition, November 2020

This table shows the possible complementation that we can achieve through this cooperation with the KIDP.

According to global consumer and design trends authority WGSN, sustainability is not a fleeting trend but a movement that is here to stay. More and more global brands for home and fashion lifestyle have given more weight to eco-consciousness and sustainability in their purchasing considerations.

It is therefore imperative and timely to take a step back and review our practices and processes and see the areas where improvement is needed, and innovation may be introduced.

II. OBJECTIVES

1. To introduce among participating companies an innovative design process and plan for eco-friendly life cycles for their products.
2. To help participating companies build their own processes and ecosystems founded on solution driven approaches to product development.
3. To guide participating companies in developing their plans towards prolonging products lifecycle with a process of innovation. **Lifecycle refers to the journey of a product from sourcing material, manufacturing, distribution to use, disposal and collection.*
4. To help companies trailblaze process innovation that will further lead them to material research and engineering to keep themselves innovating while keeping themselves attuned to latest international market trends and demands.

III. SCOPE OF WORK AND DELIVERABLES OF THE SPECIALISTS

A. Company Assessment and Evaluation

1. Assess the companies identified and selected by CITEM to be included in the Program, and review presentations of the companies (including company profile and proposed or ongoing projects subject to the mentoring interventions)
2. Classify and cluster into 3 groups the 9 selected companies based on the similarities of projects and relevant interventions applicable and specific to each cluster.

B. Coaching and Mentorship

3. Prepare a module for mentorship that will cover importance of sustainable practices, sustainable solutions and materials, and sustainable manufacturing processes applicable for home & fashion lifestyle.
4. Conduct 3 consultation meetings per company to discuss possible interventions including: process improvement, material manipulation, possible product development directions, within the work calendar/engagement period, in coordination with the assigned CITEM project officer.
3. Address one ongoing or proposed project and deliver a turnkey assessment and recommendation for the action and implementation by the companies. The outcome may be a process improvement, innovation, actual material manipulation, or a finished product as agreed between each of the 9 companies and the Specialist.
4. Conduct online consultation sessions using mutually agreed communication platforms (ie. Zoom, Microsoft Team, Google Meet, Webex etc). Note: CITEM to hire interpreters in support of the meetings as deemed necessary.
5. Cover for the personal communication expenses including but not limited to telephone/mobile communication and internet to facilitate the consultation meetings/sessions.

A. Report writing and other requirements:



1. Submit project plan, recommendations, and mentorship plan/guide, and/or any additional documents (written in English) in support of payments made by CITEM.
2. Provide assessment and identify next steps by submitting a comprehensive post-activity terminal report detailing delivered undertakings, observations, and recommendations for succeeding mentorship cycles. The terminal report should be submitted no later than one month after the end of the program Phase 1.

IV. TIMELINE

ACTIVITIES	TIMELINE
Profiling and Invitation of potential program participants	September 2021
Hiring and Procurement of Specialists	1 st – 2 nd week October 2021
Submission of participants' profiles	1 st – 2 nd week October 2021
1 st consultation sessions (company presentations, review and suggestion of design processes, formulation of design briefs, and assignment of tasks)	2 weeks upon awarding of contract
Task Compliance by the participants	3 weeks from first consultation session
2 nd consultation sessions (presentations of work from 1 st task assignment, ideation and concept development, and assignment of tasks)	4 weeks from first consultation session
Task Compliance by the participants	3 weeks from 2 nd consultation session
3 rd consultation sessions (presentations of work from 2 nd task assignment, review and critic/recommendations for next steps/plan implementation)	4 weeks from 2 nd consultation session
Submission of specialists' final assessment and recommendations per company	2 weeks after 3 rd consultation session
End of Engagement of Specialists	
Submission of report and processing of payment	1 week upon submission of assessment and recommendations

Note: Preparatory work including submission of official letter of invitation to the KIDP and succeeding correspondences and consultations were done from January – June 2021.

Since this is a mentorship activity, PHASE 1 deals with diagnosis and recommendation based on the series of consultations and tasks given to the participants. There is an intent to bridge PHASE 1 to PHASE 2 in 2022 to see the companies through their material development, and process innovation.

V. REQUIREMENTS AND TECHNICAL EVALUATION

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.



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

QUALIFICATIONS	DOCUMENTARY REQUIREMENTS	POINTS
1. Should have a proven track record of at least 15 years of experience in industrial, spaces and home & fashion lifestyle product design. <ul style="list-style-type: none"> • 15 years and more (35 points) • 10 - 14 years (30 points) • 5 - 9 years (25 points) • below 5 years (points) 	Curriculum Vitae	35
2. Should have showcased works in local and international exhibitions, and trade events (or other similar events). <ul style="list-style-type: none"> • 10 events and above (35 points) • 9 events and below (25 points) 	List of Events/ Showcases Designer's Portfolio of Product Designs	35
3. Should have a good industry reputation as supported by the following: <ul style="list-style-type: none"> • Past and current collaborations, affiliations with key industry players and other influential personalities as well as exposure through publications (15 points) • Relevant contributions to the design community (e.g. publications, international speaking engagements, significant involvement in design/trade exhibitions) (15 points) 	Curriculum Vitae Features / articles in local or international publications (printed or online)	30
		100 points

The Technical Working Group is composed of the following: Two KIDP Representatives and one CITEM project officer.

VI. PERIOD OF ENGAGEMENT

Engagement of the Korean Specialist shall be procured through Overseas Procurement, under GPPB Resolution 28-2017. The period of engagement with the Specialist will be from the issuance of Notice of Award and Job Order.

VII. BUDGET

Total budget for the Hiring of Specialist is PHP 1,100,000.00 inclusive of all taxes, to be charged to CITEM budget for Manila FAME 2021. Budget to include all incidental costs related to the implementation of the project (meeting expenses, comms, etc.).

VIII. PAYMENT SCHEDULE

Specialist will be entitled to full payment if services are fully rendered to all 9 companies enrolled in the program. Payment shall be made in the following schedule:

PAYMENT TRANCHE	TARGET DEIVERY	PERCENTAGE	DELIVERABLE
FIRST	September/ October 2021	50% of contract price	Submission of the initial assessment, design recommendations, designs/ sketches and mood boards (if applicable), process paper for material innovation involved, for all of the target number of assigned Manila FAME / FAME+ companies.
SECOND	November/ December 2021	50% of contract price	Submission of the mentorship final/post event report and assessment

IX. DEDUCTIONS/PENALTIES

Should the Specialist be unable to serve the contract due to unforeseen circumstances or *force majeure*, and other factors beyond his/her control, he/she shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary.

Nonetheless, below actions shall be taken by CITEM should the following arise that hinder the successful delivery of the project/s:

DEDUCTION	DELIVERABLE
5% per company	Less than 9 company sign-ups in the program
25% of contract price	Only two mentorship session/module was conducted with the companies who signed up (on top of the 5% deduction per company in case of less than 9 company sign-ups)
50% of contract price	Only one mentorship session/module was conducted with the companies who signed up (on top of the 5% deduction per company in case of less than 9 company sign-ups)

Prepared by:



ANTONIO G. AGULTO
STIDS, SET - OG1

Recommending Approval:



MARJO F. EVIO
Division Chief, SET - OG1

Recommending Approval:



ATTY. ANNA GRACE MARPURI
OIC - Department Manager, OG1

Approved by:



PAULINA S. JUAN
Executive Director

