

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-2021-0073

**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 DESIGN SPECIALIST FOR HOME & LIFESTYLE 2022 PRODUCT DEVELOPMENT  
CAMPAIGN**

*(Please see attached Request for Quotation Form for more details.)*

|   |                           |
|---|---------------------------|
| Approved Budget for the Contract  | : PHP 980,000.00          |
| Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents | : 23 August 2021, 12:00NN |
| Opening of Qualitative Evaluation Documents   | : 23 August 2021, 12:00NN |
| Opening of Eligibility Documents and Financial Bid  | : 24 August 2021, 02:00PM |

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

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 (1st Envelope / Compressed Folder)*

**1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration**

*Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate documentary document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.*

**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/Business Tax Return**

**4. Notarized Omnibus Sworn Statement**

*Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.*

**5. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

*Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.*

*Financial Bid (2nd 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 indicating:**
  - Proven track record of experience in home & lifestyle product design;
  - Past and current relationship/industry affiliations with key players/ influential personalities as well as exposure through publications;
  - Relevant contributions to the design community (e.g. publications, international speaking engagements, significant involvement in design/trade exhibitions)
- **List of trade events / similar event that showcases home and lighting products**
- **Designer's Portfolio of Product Designs**
- **Features / articles in local or international publications (printed or online)**

To encourage the sanctity of the bids, we highly encourage bidders submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- As highly encouraged, online submission to the BAC Secretariat through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). 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 Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as 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



**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 309/294 E-mail: [citembac@citem.com.ph](mailto:citembac@citem.com.ph)

## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above  
 Lease of Real Property and Venue  
 Small Value Procurement with ABC of Php 50,001 and above  
 Others: \_\_\_\_\_

Date: 18 August 2021

Company Name: \_\_\_\_\_

RFQ No.: 2021-0073

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 / [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

|   |                       |        |                |
|---|-----------------------|--------|----------------|
| Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: | <u>23 August 2021</u> | Time:  | <u>12:00NN</u> |
| Schedule of Opening of Qualitative Evaluation Documents:  | <u>23 August 2021</u> | Time:  | <u>12:00NN</u> |
| Schedule of Opening of Eligibility Documents and Financial Bid:                                       | <u>24 August 2021</u> | Time:  | <u>2:00PM</u>  |
|   |                       | Venue: | <u>ZOOM</u>    |

| QTY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION   | UNIT PRICE | AMOUNT |
|-----|------|--|------------|--------|
| 1   | Lot  | <p><b>HIRING OF DESIGN SPECIALIST FOR HOME &amp; LIFESTYLE 2022 PRODUCT DEVELOPMENT CAMPAIGN</b></p> <p><i>Please see attached Term of Reference for more details.</i></p> <p><b>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 980,000.00</u></b></p> |            |        |

**Terms and Conditions:**

- 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 overwriting 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): \_\_\_\_\_

Email: \_\_\_\_\_



## TERMS OF REFERENCE

### Hiring of Design Specialist for Home & Lifestyle 2022 Product Development Campaign

#### I. BACKGROUND AND RATIONALE

For over three decades, the 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 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 design hub 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.

This ongoing pandemic has drastically altered the business landscape as well as the preferences of global consumers. This digital pivot is meant to help Philippine exporters and buyers to bridge the social distance. The challenge is to level up in terms of developing new products despite travel and operations restrictions, and still produce content that champions exceptional Philippine craftsmanship.

The experience last year in the launch of FAME+ and our participation in other digital iterations of international shows has taught us the importance of maintaining our online visibility 24/7 in a year-round sourcing platform, and having us equipped with a wealth of products and content that we can showcase in these platforms.

With this in mind, we are continuing the product-to market approach rolled out for 2022, weaving this **integrated product development program** seamlessly from overseas trade fairs to CITEM's signature event Manila FAME which shall be the culmination of its showcase.



2021 will feature a continuous product audit, selection, development, and production shoots integrated with fameplus product development —the results of which will form part of our campaigns for otf digital events, in two 'seasons' or phases.



This addresses the need to showcase new products designed with our 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 Filipino craftsmanship tradition of Philippine manufacturers and exporters.

To implement this strategy, the service of a Design Specialist 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 is required in preparation for our overseas promotions for 2022 and the Manila FAME 2022.

## **II. OBJECTIVES**

1. To promote the Philippines as the leading source of high-quality and highly-designed lifestyle products.
2. To ensure that Manila FAME upholds its niche as a design and craftsmanship hub, 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 the 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 a tool for global trade competitiveness.
6. To create a platform that will nurture collaboration between designers and manufacturers.

## **III. SCOPE OF WORK AND DELIVERABLES**

### **A. Product Development**

1. Based on the companies' submission of application, CITEM shall identify and select the companies to be included in the program.
2. Design Specialist shall conduct 2-3 consultation meetings to discuss possible interventions including: new product development or selection and enhancement, with each participating company within the work calendar/engagement period, in coordination with the assigned CITEM sector officers and product development coordinator.
3. Design Specialist shall render a minimum of 6 new products per company, for 32 participating companies.
4. Design Specialist will develop specifically market targeted collections for participating companies. The newly developed products shall be showcased in NY Now Digital 2022, Maison et Objet and More (MOM) 2022, and Manila FAME October 2022.
5. Design Specialist shall cover for the personal travel expenses to areas of assignment including but not limited to NCR (as needed/as health situation and travel protocols permit)



or communication expenses for virtual meetings 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.
  - 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 Design Specialist be unable to serve the assigned companies due to unforeseen circumstances or *force majeure*, and other factors beyond his/her control (e.g. no applicants), he/she shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary.

Below actions shall be taken by CITEM should there be any unforeseen circumstances that arise that hinder the successful delivery of the project/s:

| Conditions                               | Actions  | Remarks   |
|--|--|---|
| 1. No applicants                         | Continue aggressive campaign<br><br>Cancellation of contract                                       | CITEM will aggressively campaign for participants to join the product development program.<br><br>In the most extreme case when there are no interested signups, CITEM shall formally inform the designer/s and release them from the contract      |
| 2. Does not meet target no. of companies | Alternative / replacement of companies to complete the target.<br><br>Deduction from total payment | CITEM will campaign for alternative participants to complete the target number of companies served.<br><br>Total value of deduction shall be determined as follows: Total contract price/number of companies to be deducted if undelivered/unserved |

## B. Brand Ambassadorship

Act as Manila FAME Ambassador with the following specific roles:

1. Uphold the image of Philippine design and craftsmanship among local and international buyers as well as other partners and stakeholders both from the public and private sectors.
2. Support 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. Report writing and other requirements:**

1. Submit design concepts and/or any additional documents 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 product development cycles. The terminal report should be submitted no later than one month after the Manila FAME October 2022.

**D. Intellectual Property**

1. Enter into a separate agreement with companies regarding intellectual property, ownership, royalties and/or other special agreements of the products developed.
2. Will not hold CITEM responsible for any issue that may arise pertaining to agreements with companies regarding intellectual property, ownership, royalties and/or other special agreements.

**IV. TIMELINE**

| ACTIVITIES  | TIMELINE                   |
|---|----------------------------|
| Initial Round of Consultations - One-on-one virtual meetings with participating companies | September to December 2021 |
| Sending of rendered/additional designs to the companies                                   | Jan - April 2022           |
| 2 <sup>nd</sup> Round of Visits/Consultations<br>Inspection of prototypes                 |                            |
| Product Pictorial   | May 2022                   |
| NY Now Digital  | July 2022                  |
| Maison et Objet and More  | September 2022             |
| Manila FAME   | October 2022               |
| Evaluation  | November 2022              |
| Assessment and Next steps Report-writing and submission                                   |                            |

**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 home & lifestyle product design.<br><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 (points)</li> </ul>   | Curriculum Vitae   | 35                |
| 2. Should have had experience in a trade event / similar event that showcases home and lighting products.<br><ul style="list-style-type: none"> <li>• 10 events and above (35 points)</li> <li>• 9 events and below (25 points)</li> </ul>  | List of Events/<br>Showcases<br><br>Designer's Portfolio of<br>Product Designs                         | 35                |
| 3. Should be influential in the design community; <i>and</i> Reputation, influence and impact in the design community.<br><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> | Curriculum Vitae<br><br>Features / articles in local or international publications (printed or online) | 30                |
|   |  | <b>100 points</b> |

## VI. PERIOD OF ENGAGEMENT

Engagement with the supplier will start upon the issuance of the Job Order / Contract of Service until such time that the program activities indicated in the timeline have been completed.

## VII. BUDGET

Total budget for the Hiring of Design Specialists for Product Development is PHP 980,000.00 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

Payment shall be made in the following schedule:

| PAYMENT TRANCHE | TARGET DEIVERY | PERCENTAGE | DELIVERABLE   |
|-----------------|----------------|------------|---|
| FIRST           |                | 50%        | Submission of the designs / sketches / mood boards / list of products selected, for all of the target number of assigned Manila FAME / FAME+ companies. |
| SECOND          |                | 50%        | Submission of the product development final/post event report and assessment  |

**IX. CORRESPONDING DEDUCTIONS AND 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  |
|--|--|
| <p>Inability of Design Specialist to provide assistance to the approved number of companies.</p> | <p>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 (contract price) of the Design Specialist.</p> <p>Total contract price / 32 = per company rate</p> <p>Per company rate x no of deficit/unserved = total deductions</p> <p>A per product design pro-rated deduction shall be implemented for below minimum of six designs delivered</p> |

Prepared by:

  
**ANTONIO G. AGULTO/MANUEL C. LEÑO**

Recommending approval:

  
**MARJO F. EVIO / ANNA MARIE D. ALZONA**

Recommending Approval:

  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, OG1

Approved by:

  
**PAULINA SUACO-JUAN**  
 Executive Director 