

**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-2021-0113**

**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 SERVICE PROVIDER FOR THE MANPOWER SERVICES  
ON THE OPENING CEREMONY OF CHINA INTERNATIONAL  
IMPORT EXPO (CIIE) 2021**

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

**Qualitative Evaluation Documents to be submitted:**

- Curriculum Vitae / Portfolio indicating:
  - a. relevant work experiences and expertise in the provision of manpower services
  - b. relevant work experiences and expertise in the provision of photography services for photographer
  - c. relevant work experiences and expertise in the provision of visual merchandising services for visual merchandiser
  - d. Statement of compliance to providing the required services (Janitorial and Internet services)

**Approved Budget for the Contract: PHP 200,000.00 or USD 4,000.00**

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

  
**ATTY. ANNA GRACE I. MARPURI**  
Chairman, CITEM-BAC



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: 22 October 2021

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

RFQ No.: 2021-0113

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.

<b>Deadline of Submission of Quotation and Qualitative Evaluation Documents:</b> <u>27 October 2021</u>	<b>Time:</b> <u>12:00NN</u>
<b>Schedule of Opening of Qualitative Evaluation Documents:</b> <u>27 October 2021</u>	<b>Time:</b> <u>12:00NN</u>
<b>Schedule of Opening of Bids:</b> <u>28 October 2021</u>	<b>Time:</b> <u>02:00PM</u> <b>Venue:</b> <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;"><b>HIRING OF SERVICE PROVIDER FOR THE MANPOWER SERVICES ON THE OPENING CEREMONY OF CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2021</b></p> <p><i>Inclusions:</i></p> <ul style="list-style-type: none"> <li>• Visual Merchandisers (2 pax)</li> <li>• Photographers (1 pax)</li> <li>• Cleaners/Helpers/ Janitors/Sanitizers (2 pax)</li> </ul> <p><i>Qualitative Evaluation Documents to be submitted:</i></p> <ul style="list-style-type: none"> <li>• Curriculum Vitae / Portfolio indicating:               <ol style="list-style-type: none"> <li>a. relevant work experiences and expertise in the provision of manpower services</li> <li>b. relevant work experiences and expertise in the provision of photography services for photographer</li> <li>c. relevant work experiences and expertise in the provision of visual merchandising services for visual merchandiser</li> <li>d. Statement of compliance to providing the required services (Janitorial and Internet services)</li> </ol> </li> </ul> <p style="text-align: center;"><i>Please see attached Terms of Reference for more details.</i></p> <p style="text-align: center;"><b>APPROVED BUDGET FOR THE CONTRACT:</b> PHP 200,000.00 or USD 4,000.00</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: \_\_\_\_\_

**TERMS OF REFERENCE (TOR)**  
HIRING OF SERVICE PROVIDER FOR MANPOWER SERVICES & INTERNET REQUIREMENTS

PROJECT TITLE	CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2021
EVENT DATES	05-10 November 2021
VENUE	National Exhibition and Convention Center (Shanghai) Co. Ltd. Shanghai, China
BUDGET	Php 250,000.00
REQUIREMENT TO BE PROCURED	Hiring of Service Provider for Manpower Services (Visual Merchandisers, Photographer, Cleaners) and Internet Requirements
ENGAGEMENT PERIOD	04-10 November 2021
SCOPE OF WORK	<p><b>Manpower Requirements</b></p> <p>A. <i>Visual merchandisers</i></p> <ul style="list-style-type: none"> <li>➤ Curate the products based on the requirement of the client and provide assistance to the on-site officers as needed.</li> <li>➤ Provision of Visual Merchandiser Props</li> </ul> <p>B. <i>Photographer</i></p> <ol style="list-style-type: none"> <li>1. To take photos of no less than 200 images consisting of the following: <ul style="list-style-type: none"> <li>a. Action shots during the Ceremonial Opening</li> <li>b. Group Photos (such as VIPs, VIPs + PH delegation, PH delegation only etc.)</li> <li>c. Action shots of exhibitor-buyer interactions</li> <li>d. Pavilion shots (with and without people)</li> <li>e. Booth and product shots of the exhibitors</li> <li>f. Action shots of the VIPs</li> <li>g. Other shots required by the onsite project coordinator</li> </ul> </li> <li>2. To submit the raw files of the photos on the day of the shoot, in a flash drive or cloud drive, whichever is applicable.</li> </ol> <p>C. <i>Cleaners/ Helpers/ Janitors/Sanitizer</i></p> <ol style="list-style-type: none"> <li>a. Provide manpower assistance to the onsite officers (e.g. carry items, unpack, etc) as needed</li> <li>b. Every start and end of the show</li> <li>c. Provide manpower assistance to the onsite officers</li> </ol>
SPECIFIC REQUIREMENTS	<p><b>Internet Requirements (05-10 November)</b></p> <p>100mbps Internet + Router</p> <p><b>Manpower Requirements</b></p> <ol style="list-style-type: none"> <li>a. Visual Merchandisers (2 pax x 2 days on Nov.4-5)</li> <li>b. Photographer ( 1 pax x 2 days on Nov.4-6)</li> <li>c. Cleaners/ Helpers/ Janitors/Sanitizers (2 pax on Nov.3-10)</li> </ol>


Prepared by:

  
**VICKY M. ARELLANO**  
STIDS, OG2-OTF & BCSE

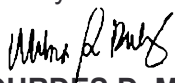
Noted by:

  
**KATRINA C. PINEDA**  
DC, OIC-OG2 OTF & BCSE

Recommending Approval:

  
**ROWENA G. MENDOZA**  
OIC-DM, OG2

Approved by:

For   
**MA. LOURDES D. MEDIRAN**  
Deputy Executive Director

**QUALIFICATIONS FOR THE HIRING OF MANPOWER SERVICES**  
**CHINA INTERNATIONAL IMPORT EXPORT 2021**  
 5-10 November 2021

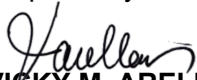
**QUALIFICATION REQUIREMENTS AND SELECTION PROCESS**

CRITERIA	VALUE POINT
<p><b>1. Company Profile</b>                      The company should be at least 3 years in the provision of manpower services.                      Length of relevant experience:</p> <ul style="list-style-type: none"> <li>• 20 years or more (35 points)</li> <li>• 16-20 years (30 points)</li> <li>• 11-15 years (25 points)</li> <li>• 6-10 years (20 points)</li> <li>• 3-5 years (15 points)</li> </ul> <p><b>Document Required:</b> Portfolio indicating relevant work experiences and expertise in the provision of manpower services</p>	35
<p><b>A. Availability of a Photographer with required equipment.(15 points)</b>                      The Photographer must be able to conduct the following:</p> <ol style="list-style-type: none"> <li>1. Take photos of no less than 200 images consisting of the following:                             <ol style="list-style-type: none"> <li>a. Action shots during the Ceremonial Opening</li> <li>b. Group Photos (such as VIPs, VIPs + PH delegation, PH delegation only etc.)</li> <li>c. Action shots of exhibitor-buyer interactions</li> <li>d. Pavilion shots (with and without people)</li> <li>e. Booth and product shots of the exhibitors</li> <li>f. Action shots of the VIPs</li> <li>g. Other shots required by the onsite project coordinator</li> </ol> </li> <li>2. Submit the raw files of the photos on the day of the shoot, in a flash drive or cloud drive, whichever is applicable.</li> </ol> <p><b>Document Required:</b> CV/Portfolio indicating relevant work experiences and expertise in the provision of photography services</p>	65
<p><b>B. Availability of a Visual Merchandiser with visual merchandise props (15 points)</b></p> <p>The visual merchandiser must be able curate the products with visual merchandise props, based on the requirement of the client and provide assistance to the on-site officers as needed.</p> <p><b>Document Required:</b> CV/Portfolio indicating relevant work experiences and expertise in the provision of visual merchandising services</p>	
<p><b>C. Availability of Cleaners/Janitorial manpower (15 points)</b>                      Must be able to provide janitorial requirement needed</p> <p><b>D. Internet Requirement (20 points)</b>                      Must be able to supply the required internet connection in the PH pavilion</p> <p><b>Document Required:</b> Statement of compliance to providing the required services (Janitorial and Internet services)</p>	
<b>TOTAL</b>	<b>100</b>


The BIDS and Awards Committee (BAC) through the Technical Working Group (TWG) shall conduct a qualitative evaluation with corresponding points to all prospective bidders.

Prospective bidders who receive a passing score of **80** shall proceed with the financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post-qualification, if required.

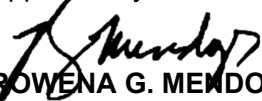
Prepared by:

  
**VICKY M. ARELLANO**  
STIDS

Noted by:

  
**KATRINA C. PINEDA**  
OIC-DC, OTF & BCSE

Approved by:

  
**ROWENA G. MENDOZA**  
OIC-DM, OG2