

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-2025-0058

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 CURATOR FOR THE PHILIPPINE PARTICIPATION IN INDEX DUBAI 2025

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

Approved Budget for the Contract	: PHP400,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 24 February 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 25 February 2025, 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. The link will be released on the actual day of the procurement activity.

The *Notice of Award* shall only be issued to the lowest calculated and responsive 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)

- Mayor's Permit for the current year or for individuals exercising a profession, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.
- 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.
- Notarized Omnibus Sworn Statement**
- 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 / Compressed Folder)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- Curriculum Vitae / Profile**
- Portfolio**
- List of Clients**
- List of Awards**

To encourage the sanctity of the bids, bidders must 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
- Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

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.

for:


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

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 REV 1



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: _____

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

Date: 20 February 2025
 RFQ No.: 2025-0058

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.

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 24 February 2025	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 25 February 2025	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	pax	<p>HIRING OF CURATOR FOR THE PHILIPPINE PARTICIPATION IN INDEX DUBAI 2025</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 400,000.00</u></p> <p>Date Needed / Delivery Date: <u>Upon receipt of Job Order until June 2025</u></p> <p><u>(Please see attached Terms of Reference for more details.)</u></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.

for:
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 FOR THE
PROCUREMENT OF PROFESSIONAL SERVICES
OF A CURATOR FOR THE PHILIPPINE
PARTICIPATION IN INDEX 2025**

I. OVERVIEW

Requirement	Hiring of Curator for the Philippine Participation in INDEX 2025
Project, if applicable	INDEX Dubai 2025 (May 27-29, 2025)
Period of Engagement / Date of Delivery or Date Needed	Upon acceptance/signing of JO/Contract until June 2025
Approved Budget for the Contract	Php400,000.00 inclusive if all applicable taxes
Documents Attached	PR, APP

II. RATIONALE/OBJECTIVES

Index Dubai is the leading and largest interior and fit-out trade event in the Middle East and North African regions connecting more than 50,000 designers, architects and hoteliers to more than 1,200 suppliers across the globe.

It gathers architects, interior designers, developers and procurement professionals, and companies in the furnishings and fit-out industries from UAE, its neighboring Middle East countries, India, Europe and Africa.

INDEX is your premier destination for the interior design and fit-out industry in the fast-paced MENA region. They're the ultimate platform where buyers connect, network, and discover cutting-edge innovations from the world's leading brands and manufacturers.

1. To ensure a holistic and cohesive presentation of the Philippines Pavilion in INDEX 2025;
2. To provide a concept for the Philippine participation in INDEX to serve as reference in the preparation of design requirements from exhibition to promotional materials;
3. To provide an expert assessment on the participation on how to improve their future booth presentation.

III. SCOPE OF WORK

Hired Curator

The Visual Merchandiser / Curator for the Philippine Participation in INDEX 2025 will be engaged from February to June 2025 to deliver the following scope of work:

1. Design Theme
 - Submit a proposed design theme or concept for the participation

2. Booth Design

- Develop the general booth and structural design concept for the Philippine participation in coordination with the assigned CITEM Exhibition Designer (taking into consideration the allotted budget).
- Develop an exhibitor space layout for the products to be featured to ensure that all products/companies have equal exposure and are easily identifiable.

3. Product Selection

- Conduct product selection / final line selection from each participating company while taking into consideration equal product representation of companies carrying furniture items vs. small décor, lamps and lighting and fashion accessories.

4. Curation

- Physically curate the Philippine Pavilion onsite
- Should there be a need for a direction for the product photoshoot for the featured products in INDEX, the Curator must be able to produce the necessary guide documents required.

5. Others

- Shoulder travel to and accommodation expenses in Dubai

CITEM

Assign a point person to serve as coordinator between the Curator and the exhibitors;

1. Assist in routing for review and approval all content submitted by the Curator;
2. Provide access to the previous product photos of FAME+ to be used by the Curator as reference and/or additional product selection options for the Pavilion, IF NECESSARY.

IV. MODE OF PROCUREMENT

- Public Bidding
- Small Value Procurement
- Direct Contracting
- Scientific, Artistic, Scholarly
- Others:

V. QUALIFICATION EVALUATION

Interested bidders should undergo Qualitative Evaluation, based on the parameters below. A minimum score of 85 points is required to be considered for the financial bid.

QUALIFICATIONS	VALUE POINT
Must have a track record as a creative consultant particularly as for curatorial requirement for international physical trade events on furniture, home décor, houseware, and fashion accessory sectors.	Number of international events/ exhibitions curated: <ul style="list-style-type: none"> • 10 exhibitions and above (50 points) • 5-9 events (30 points) • 4 events and below (10 points)

Document required: CV / Profile, Portfolio / List of Clients	
Hired as official visual storyteller and curator for INDEX Dubai and assisted at least 10 companies on furniture, home décor, houseware, and fashion accessory sectors.	Number of INDEX Dubai clients <ul style="list-style-type: none"> • 10 clients and above (35 points) • At least 5 clients (20 points) • At least 3 clients (10 points)
Document required: CV / Profile, Portfolio / List of Clients	
Must have received recognitions and awards both local and international for curatorial/ product showcased on home décor, houseware, gifts, and/ or seasonal décor sectors.	Number of international and local awards for curatorial/ product showcased <ul style="list-style-type: none"> • 10 awards and above (15 points) • 7-9 awards (10 points) • 8 and below (5 points)
Document required: CV / Profile, Portfolio / List of Awards	

VI. TERMS OF PAYMENT

This requirement has a budget of Php400,000.00 inclusive of applicable taxes. Payment shall be made in the following schedule:

PAYMENT	PROPOSED DELIVERABLES	TIMELINE
40%	<ul style="list-style-type: none"> • Submission of design theme and concept proposal 	February 2025
40%	<ul style="list-style-type: none"> • Selection of products • Development of booth design with CITEM Exhibition Team (Booth layout and plans) 	February – March 2025
20%	<ul style="list-style-type: none"> • Curation of the physical exhibit • Submission of accomplishment report and areas for improvement 	May - June 2025

VII. RISK MANAGEMENT

1. Inability of the Curator to provide services such as conceptualization of theme, designing of booth in coordination with CITEM Exhibition Team, product selection and post-event report for reasons deemed unjustifiable by CITEM shall result in the immediate cancellation of the contract with no further obligations or liabilities on the part of the contracting entity.
2. If the event is cancelled due to unforeseen circumstances or force majeure - beyond the reasonable control of both parties, the contract may be extended until the next event where the same approved concept shall be implemented, or the contract shall be paid

pro-rated based on the accomplished deliverables stipulated in the terms of payment.
Extension of contract shall not incur any additional payment to hired Curator.

Prepared by:


DANA G. ANAYA
TIDS, Creative Goods – SBD

Noted by:


MARJO F. EVIO
Department Manager, SBD

Approved by:


LEAH PULIDO OCAMPO
Executive Director