

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-2025-0033

**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 MARKET SENSING ORGANIZER FOR
THE MOUNTING OF MARKET SENSING MISSION IN
AMBIENTE AND FRANKFURT, GERMANY**

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

APPROVED BUDGET FOR THE CONTRACT: PHP500,000.00 OR EUR7,936.51

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: **16 January 2025**

Company Name: _____

RFQ No.: **2025-0033**

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.

Schedule of Bidding in Philippine Standard Time:		
Deadline of Submission of Quotations: 20 January 2025	Time: 05:00PM	
Schedule of Opening of Bids: 21 January 2025	Time: 02:00PM	Venue: ZOOM

Schedule of Bidding in Central European Time:		
Deadline of Submission of Quotations: 20 January 2025	Time: 10:00AM	
Schedule of Opening of Bids: 21 January 2025	Time: 07:00AM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF MARKET SENSING ORGANIZER FOR THE MOUNTING OF MARKET SENSING MISSION IN AMBIENTE AND FRANKFURT, GERMANY</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP500,000.00 OR EUR7,936.51</u></p> <p><i>(Please see attached Terms of Reference for more details)</i></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

Title	Hiring of Market Sensing Organizer in Ambiente 2025
Project, if applicable	<i>Ambiente</i>
Period of Engagement / Date of Delivery or Date Needed	<i>January to February 2025</i>
Approved Budget for the Contract	<i>PHP500,000.00</i>
Documents Attached	APP, Budget Breakdown

I. Rationale/Objective

Ambiente is considered to be the annual meeting point for suppliers and trade buyers of this industry. The fair will now highlight four sectors: Dining (kitchenware), Giving (gift items), Living (furniture, lighting, home accessories, seasonal decor), and Working (all about the desk of the future). Occupying an exhibition space of 264,700 sqm., the 2024 edition of Ambiente featured 4,000 exhibitors, with 70% all coming from outside Germany. It welcomed 96,000 trade visitors from 171 countries, majority of which are from Germany, China, Italy, Great Britain, France, the UK, the Netherlands, the United States, Spain, Poland and South Korea.

As the world's largest trade fairs for consumer goods, apart from Philippine participation, CITEM will also be organizing a Learning Tour / Market Intelligence Activity within Ambiente. The activity aims to provide opportunities for manufacturers who newly ventured into exporting, Local Government Unites (LGUs), and other stakeholders who would like to learn about the current global trends and the European market. With its magnitude, Ambiente is a potential learning ground for what is current in the market and to have a glimpse of the capability of the participating countries. The Learning Tour shall provide different market sensing activities within shows and the showrooms, museums, galleries, factories within Frankfurt.

II. Detailed Scope of Work

The Market Intelligence Specialist for the Learning Tour / Market Intelligence Activity in Ambiente 2025 will be engaged from **January to February 2025** to deliver the following scope of work:

<p>I. Itinerary Development, Coordination, and Confirmation</p>	<ul style="list-style-type: none"> • Develop a 3-day itinerary <ul style="list-style-type: none"> - one (1) day itinerary covering Hall 3.0 – Interiors and Decoration and 3.1 – Interior Design in Ambiente - two (2) days itinerary covering nearby showrooms, museums, galleries, creative hubs, and cultural heritage sites within Frankfurt; • Handle local coordination and confirmation with each of the proposed destinations. • Act as a point person of the Project Team and ensure that all pre identified specifications about the activity are properly relayed to the respective destinations.
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	<ul style="list-style-type: none"> • Arrange venue and cover cost for the refreshments of the participants. Choices for set meal / dishes to be served will be pre-approved. Participants will have to shoulder their own additional charges.
II. Onsite Guide	<ul style="list-style-type: none"> • Act as an onsite guide of the participants for the three (3) days itinerary during Ambiente. • Assist CITEM and participants for any local concerns that may arise outside the scheduled itinerary.
III. Shuttle Service	<ul style="list-style-type: none"> • Shoulder cost for the transportation of participants for the two (2) days itinerary developed outside Ambiente.
IV. Entrance Fee	<ul style="list-style-type: none"> • Cover expense for entrance fee prior arrival of CITEM and the participants (maximum of 20) in Frankfurt to administer a smooth flowing guided tour onsite and avoid long lines and possible delays, if there's any.

III. Mode of Procurement

This requirement will the guidelines under the procurement of goods and services, infrastructure projects, and consulting services to be procured and performed overseas.

IV. Qualitative Evaluation REQUIRED / NOT REQUIRED

The bidder shall submit the following required documents online:

- Profile/ credentials/ portfolio
- Proposed itinerary

The lowest calculated bid will be duly awarded for this project requirement.

V. Terms of Payment

Milestones	Deliverable	% of Payment
Market Sensing Itinerary	Upon submission and approval of the proposed itinerary	40%
Market Sensing Proper Report	Upon completion of the tour	50%
	Upon submission of report and recommendations	10%


VI. Risk Protection and Management

Inability of the Market Sensing Specialist to provide the services/ deliverables shall correspond to deductions from the total amount of payment equivalent to at least 10%.

Incidental:

If the activity is cancelled due to unforeseen circumstances or force majeure, the contract may be extended until the next participation where the same approved deliverables will be implemented, or the contract shall be paid prorated based on the accomplished deliverables stipulated in terms of payment. Extension of contract shall not incur any additional payment to hired Market Sensing Specialist.

Prepared by:


KARLA GRACE D. DINGLASAN
STIDS, Creative Goods Division – SBD

Noted by:


MARJO F. EVIO
DM, Service Business Department

Recommending Approval by:


MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:


LEAH PULIDO OCAMPO
Executive Director