

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-2025-0034

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 SPATIAL CONSULTANT FOR MANILA FAME 2025
(Please see attached Request for Quotation Form and Terms of Reference for more details.)

Approved Budget for the Contract	: PHP500,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 27 January 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 28 January 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.
- Latest Income / Business Tax Return**
- 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**
- Portfolio**
- Features / Articles in local or international publications (printed or online) for the last five (5) years**

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.


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: 21 January 2025

RFQ No.: 2025-0034

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 Qualification Documents: **27 January 2025** Time: **05:00PM***

*Schedule of Opening of Eligibility Documents, Financial Bid, and Qualification Documents: **28 January 2025** Time: **02:00PM** Venue: **Zoom***

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	pax	<p>HIRING OF SPATIAL CONSULTANT FOR MANILA FAME 2025</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 500,000.00</u></p> <p>Date Needed / Delivery Date: <u>1 week upon signing of Job Order</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.


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) for Hiring of a Spatial Consultant Manila FAME 2025

I. Overview

Requirement	Hiring of a Spatial Consultant
Project, Date	Manila FAME 2025
Period of Engagement	Upon acceptance/signing of JO/Contract to November 2025
Budget	Php 500,000.00 inclusive of all applicable taxes
Documents Attached	APP and PR

II. Rationale/Objectives for Procurement

Manila FAME is committed to establishing itself as the premier trade show for showcasing the Philippines' finest export-quality products. By blending cultural heritage with cutting-edge design, the event highlights the country's capabilities in producing high-quality home, lighting, furniture, holiday décor and fashion products that cater to diverse international markets.

To elevate the event experience, Manila FAME seeks to engage a Spatial Consultant whose expertise will enhance the overall visual and experiential aspects of the show. The Consultant will play a crucial role in crafting the overall visitor experience by designing dynamic and engaging spaces and ensuring that the space effectively communicates the event's goals and narrative.

By collaborating with a seasoned Spatial Consultant, Manila FAME aims to further solidify its reputation as a must-visit sourcing destination, delivering an exceptional trade show experience that underscores the Philippines' leadership in design, craftsmanship, and innovation.

Objectives:

1. To create a visually impactful event environment that reinforces the trade show's reputation as a hub for innovation and craftsmanship.
2. To enhance buyer engagement by crafting spaces that not only showcase products but also provide buyers with memorable and immersive experiences, encouraging deeper connections with exhibitors.
3. To maximize venue space for revenue generation by optimizing the use of the venue to accommodate more exhibitors without compromising aesthetics or functionality, thereby increasing exhibitor participation and generating higher income for the event.
4. To reflect global trends with local authenticity by balancing cutting-edge international design principles with Philippine cultural identity to create a space that is both globally appealing and locally rooted.
5. To integrate the Visual Arts Industry in Manila FAME, expanding the event's sectoral offerings, and highlighting the intersection of art, design, and craftsmanship.

III. Scope of Work

A. Layout Planning

1. Develop a master plan for the exhibition layout using CAD software that optimizes traffic flow, ensuring seamless movement for visitors.
2. Design zones that are intuitive and logical, grouping related exhibitors or themes to enhance the overall experience.

3. Maximize the efficient use of space to accommodate booths, interactive areas, lounges, and other functional zones.
4. Ensure that the design adheres to safety regulations, fire codes and accessibility standards.
5. Create visual and spatial coherence across the venue, ensuring that every element reflects the exhibition's goals and branding.
6. Ensure signage, pathways, and spatial markers are accessible and strategically placed.
7. Work with event organizers, designers, contractors, and other stakeholders to ensure seamless execution of the spatial plan.

B. Other Roles and Responsibilities

1. Sponsorship and Partnerships

- 1.a. Identify at least five (5) possible sponsors and partners for Manila FAME and connect the Manila FAME team to secure potential sponsors/partners.
- 1.b. Identify and design dedicated space for sponsor and partner activations that align with the event's aesthetic and objectives.

2. Visual Arts

- 2.a. Identify possible Visual Arts exhibitors and connect the Manila FAME team to secure onboarding of potential exhibitors
- 2.b. Identify and design dedicated space for the Visual Arts Industry participants that align with the event's aesthetic and objectives.

3. Brand Ambassadorship

- 3.a. Promote Manila FAME to business contacts and share promotional materials in social media and any other available digital platforms.

C. Report writing and other requirements:

1. Submit report/layout/design concepts and/or any additional documents in support of payments made by CITEM;
2. Provide a Post-Event Terminal Report:
 - a. Assessment and analysis of the effectiveness of the special layout and visitor flow
 - b. Feedback and recommendations for future improvements to optimize the exhibition design
 - c. Next Steps detailing delivered undertakings, observations, and recommendations for succeeding Manila FAME editions

IV. Mode of Procurement

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

V. Qualitative Evaluation

Interested bidder/s will undergo Qualitative Evaluation, based on the parameters below. Only those with TWG score of at least 85 points will proceed to the opening of the financial bid. The contract shall be awarded to the lowest calculated and most responsive bidder subject for post-qualification, if required.

Criteria	Value Point	Document/s Submitted
Proven track record of at least 20 years of experience in spatial planning for HFL Industry. With experience as a spatial consultant in a local or international trade show /similar events (plus 5 points) (30 points)	Length of relevant experience <ul style="list-style-type: none"> • 20 years and above (30 points) • 15 – 19 years and (25 points) • 10 – 14 years (20 points) • Below 10 years (10 points) 	<ul style="list-style-type: none"> • Curriculum Vitae
Licensed Architect with expertise in spatial planning and/or exhibition design and safety regulations (35 points)	Licensure Status <ul style="list-style-type: none"> • With license (35 points) • Without license (0 points) 	<ul style="list-style-type: none"> • Curriculum Vitae
Strong connections with the Visual Arts Industry (25 points)	Experience collaborating with artists/visual arts industry <ul style="list-style-type: none"> • 15 years and above (25 points) • 10 – 14 years and (20 points) • 5 – 9 years (15 points) • Below 5 years (10 points) 	<ul style="list-style-type: none"> • Curriculum Vitae • Portfolio
Reputable and influential in the design community with no pending valid business or administrative complaint/s filed by third parties or government agencies (10 points)	Relevant contributions to the design community e.g. publications, international speaking engagements, significant involvement in design/trade exhibitions (10 points)	<ul style="list-style-type: none"> • Curriculum Vitae • Features/articles in local or international publications (printed or online) for the last 5 years)
Total	100 points	

Proposed Technical Working Group TWG members

Chairman : Norman Bagulbagul
Members 1 and 2 : Anna Marie Alzona and Kat Apodaca
Focal Person : Pinky Valero

VI. Terms of Payment

Payment shall be made upon the issuance of statement of account and submission of deliverables.

Deliverables	Requirement	% of Contract Price
Layout	Upon submission of approved master plan / exhibition layout (drawings/sketches) and proposal to ensure signage, pathways, spatial markers and direction by CITEM.	40%
Sponsorships/Partnerships	Upon submission of possible sponsors/partners leads and Visual Arts Companies for Manila FAME	40%
Post Event Evaluation Report	Upon submission of Manila FAME October 2025 post-event evaluation report.	20%
TOTAL		100%

VII. Risk Management

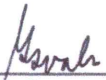
1. Should the Spatial Consultant be unable to deliver due to unforeseen circumstances of *force majeure*, and other factors beyond their control, they shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary.
2. Corresponding Deductions/Penalties:

Inability of the Spatial Consultant to deliver shall correspond to deductions from the total amount of payment. Total value of deductions will be computed based on the disparity between actual deliverables.

3. Incidental

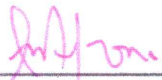
If the event is cancelled due to unforeseen circumstances of *force majeure*, the contract may be extended until the next event where the same approved concept shall be implemented, or the contract shall be paid prorated based on the accomplished deliverables stipulated in the terms of payment to hired Spatial Consultant.

Prepared by:



MARIA GERALDINE S. VALERO
Project Officer

Noted by:

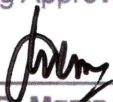


ANNA MARIE D. ALZONA
Division Chief, CGT



MARIO F. EVIO
Department Manager, SBD

Recommending Approval:



MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:



LEAH PULIDO OCAMPO
Executive Director