

**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-2025-0013-EPA**

**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 **Early Procurement Activity (EPA)** Notice for:

**HIRING OF STAND ASSISTANT/S FOR THE  
PHILIPPINE PARTICIPATION IN MAISON & OBJET  
2025**

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

Qualifications:

1. Should have a proven track record of at least 2 years in live marketing events, sales, and exhibitions.
2. Should have an excellent level of speaking English and French Languages
3. Should have worked as stand assistant for at least 2 trade shows

Documents to be submitted:

1. Bidders must submit their Curriculum Vitae

**APPROVED BUDGET FOR THE CONTRACT: PHP189,000.00 or EUR3,000.00**

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



**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 (OVERSEAS PROCUREMENT)

Date: **13 December 2024**

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

RFQ No.: **2025-0013-EPA**

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.

<b>Schedule of Bidding in Philippine Standard Time:</b>		
<i>Deadline of Submission of Quotations:</i> <b>17 December 2024</b>	<i>Time:</i> <b>05:00PM</b>	
<i>Schedule of Opening of Bids:</i> <b>18 December 2024</b>	<i>Time:</i> <b>02:00PM</b>	<i>Venue:</i> <b>ZOOM</b>

<b>Schedule of Bidding in Central European Time:</b>		
<i>Deadline of Submission of Quotations:</i> <b>17 December 2024</b>	<i>Time:</i> <b>10:00AM</b>	
<i>Schedule of Opening of Bids:</i> <b>18 December 2024</b>	<i>Time:</i> <b>07:00AM</b>	<i>Venue:</i> <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
2	pax	<p style="text-align: center;"><b>HIRING OF STAND ASSISTANT/S FOR THE PHILIPPINE PARTICIPATION IN MAISON &amp; OBJET 2025</b></p> <p style="text-align: center;">TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP189,000.00 OR EUR3,000.00</u></p> <p><b>Dates:</b> 16-20 January 2025 <b>Venue:</b> Paris Nord Villepinte Exhibition Center, Paris, France <b>Stand No.:</b> Hall 6 (Forever), D46</p> <p><b>Scope of Work:</b></p> <ol style="list-style-type: none"> <li>1. Man and maintain the cleanliness of the pavilion</li> <li>2. Study the line sheets of the participating companies and familiarize with the products and materials.</li> <li>3. Engage visitors in conversations and ask qualifying questions to generate sales leads for the companies.</li> <li>4. Collect business cards / contacts of trade buyers and visitors of the pavilion</li> <li>5. Report from 09:00 – 19:00 from 16-20 January 2025</li> <li>6. Submit a written summary report that includes most inquired products, buyer profiles met, and recommendations.</li> </ol> <p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Should have a proven track record of at least 2 years in live marketing events, sales, and exhibitions.</li> <li>2. Should have an excellent level of speaking English and French languages.</li> <li>3. Should have worked as stand assistant for at least 2 trade shows.</li> </ol> <p><b>Documents to be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Bidders must submit their Curriculum Vitae</li> </ol> <p><b>*This requirement is divisible and partial bid is allowed. Bidder may offer/quote for one (1) stand assistant not exceeding EUR1,500.00 or PHP94,500.00.</b></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.
- 4) This requirement may be awarded as separate contract per stand assistant.
- 5) This requirement is an Early Procurement Activity (EPA) the following rules shall apply:
  - Price escalation is generally not allowed. The Price is considered fixed price for the given scope of work as awarded;



- Bid validity shall be 120 calendar days extendible upon request of CITEM;
- Notice of Award shall ONLY be released upon approval and effectivity of GAA 2025 or the reenactment of the 2024 budget.

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

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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.

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Date Submitted

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**Signature over printed name of the Authorized Company Representative**

Designation: \_\_\_\_\_

Telephone No(s): \_\_\_\_\_

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