

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-2025-0210

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 PRODUCT DEVELOPMENT SPECIALIST FOR FURNITURE AND LIGHTING  
FOR MANILA FAME 2025**

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

Approved Budget for the Contract	: PHP700,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 30 July 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 31 July 2025, 02:00PM

Conduct of Opening of Bids shall be held virtually thru 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](mailto: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**
- Designer's Portfolio of product designs**
- List of events / showcases for the last ten (10) years**
- 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](mailto: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](mailto: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](mailto:citembac@citem.com.ph)

CITEM.BAC.FR.009  
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: 25 July 2025  
RFQ No.: 2025-0210

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

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <b>30 July 2025</b>	Time: <b>05:00PM</b>
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <b>31 July 2025</b>	Time: <b>02:00PM</b> Venue: <b>Zoom</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>HIRING OF PRODUCT DEVELOPMENT SPECIALIST FOR FURNITURE AND LIGHTING FOR MANILA FAME 2025</b></p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP700,000.00</u></p> <p>Delivery Date: <u>08 August to 28 November 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.

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 Product Design Specialist for Furniture and Lighting

### Manila FAME 2025

#### I. Overview

Requirement	Hiring of a Product Design Specialist for Furniture and Lighting
Project, Date	Manila FAME   16-18 October 2025
Period of Engagement	08 August 2025 (1st Week of August) to 28 November 2025 (Last week of Nov)
Budget	Php 700,000.00 (All in/without exemptions)
Documents Attached	APP and PR

#### II. Rationale/Objectives for Procurement

Manila FAME aims to showcase export-ready products that appeal to the unique tastes of buyers from diverse markets while staying true to the rich traditions of Philippine manufacturers and exporters. More importantly, Manila FAME positions the country as a reliable source of high-quality and design-oriented home, fashion, holiday, and interior products.

Aligned with this is the engagement of a seasoned design specialist with an extensive experience which provides Manila FAME access to invaluable insights on market trends, buyer behavior, and cutting-edge design practices. The consultant will play a pivotal role in developing a cohesive product collection that complements the expertise of local designers and elevating their appeal to discerning buyers worldwide.

Through this collaboration, Manila FAME will continue to fulfill its mission of supporting MSMEs/artisan communities and exporters by equipping them with the tools and knowledge needed to create pieces that not only reflect Philippine artistry but also meet the demands of an ever-evolving global market.

##### Objectives:

1. To work with an Product Design Specialist for Lighting and Furniture who has a deep understanding and valuable insights on various markets.
2. To promote the Philippines as a premier sourcing destination for high-quality and design-oriented products that meet the requirements of targeted markets.
3. To develop a foundation and appreciation of the value of product design and innovation as tools for global trade competitiveness through creating a collaborative platform between designers and manufacturers and by showcasing a cohesive and a broader collection of pieces to potential buyers.

#### III. Scope of Work

##### A. Product Development

1. Oversee the product development program of at least 10 participating companies for Manila FAME 2025 with a minimum of three (3) new designs per company.
2. Conduct at least four (4) consultation meetings through virtual and/or physical meetings (with at least two [2] physical visits) regarding product development/enhancement/selection/mix to each participating companies with the work calendar/engagement.



- a. Initial consultation meeting to conduct a thorough evaluation of the participating companies' production capabilities, design expertise and overall capacity (to include, review of product lines, assessment of production processes and evaluation of resource availability) and presentation of project timeline.
  - b. Consultation meeting for presentation of overall concept, product design, and development direction.
  - c. Initial prototype inspection to review, evaluate and provide further instructions/directions on product samples and prototypes.
  - d. Final prototype inspection to review developments in product samples and prototypes and finalize collections for display at the special setting.
3. Develop specifically market-targeted capsule collections for participating companies. The products to be developed shall target overseas buyers/markets.

The newly developed products shall be showcased collectively in Manila FAME 2025. Likewise, said products targeting specific markets may be shown as standalone collections should any of the participating companies also join overseas trade shows.

## **B. Special Setting**

1. Conduct product/final line selection of/from each participating company while taking into consideration equal product representation of companies.
2. Conceptualize the overall design direction of the assigned setting, in coordination with CITEM Service Business Department, and the Exhibition Design Division (EDD).
3. Be physically present during ingress to conduct onsite curation and identify visual merchandising props for the assigned special setting.
4. Provide guidance and instructional materials, if needed, in the curation of product photos in the show features tab of the FAME+ website.

## **C. Brand Ambassadorship**

1. Act as a Manila FAME Ambassador with the following specific roles:
  - If necessary, be part of local and international marketing and promotion initiatives of CITEM which include - features, interviews, and photos for all forms of mass media such as broadcast (television and radio), print (broadsheets, magazines, social media, and other print collateral), and digital (emails, websites, blogs and other internet-based media);
    - Engage in CITEM's public and media relations activities intended for the promotion of Manila FAME 2025 such as but not limited to courtesy calls, launches, and press conferences, when invited.
    - Participate in any designers' online panel discussions, talks, conferences, and webinars (if any) for the Manila FAME 2025.
    - Promote Manila FAME to business contacts and share promotional materials in social media and any other available digital platforms.

2. Participate in any designer's onsite panel discussion, talks, conferences, and webinars (if any) initiated by CITEM for Manila FAME October 2025.

#### **D. Report writing and other requirements**

1. Submit design concepts and/or any additional documents in support of payments made by CITEM;
2. Submit photos and/or articles of promotion activities and online events attended by the Product Design Specialist;
3. Provide assessment and identify next steps by submitting a Post-Event Terminal Report detailing delivered undertakings, observations, and recommendations for succeeding Manila FAME editions.

#### **E. Program of Activities**

<b>Activities</b>	<b>Timeline</b>
Submission of Proposed Theme/Concept	2 weeks after signing of Job Order/Contract
Program Orientation and Initial Round of Consultations <ul style="list-style-type: none"> <li>• One-on-one meetings with participating companies</li> </ul>	2 weeks after signing of Job Order/Contract
2 <sup>nd</sup> round of Consultations <ul style="list-style-type: none"> <li>• One-on-one meetings and presentation of rendered designs with participating companies</li> </ul>	August 2025
3 <sup>rd</sup> round of Consultation <ul style="list-style-type: none"> <li>• Inspection of prototypes</li> </ul>	September 2025
Ingress <ul style="list-style-type: none"> <li>- Curation/Visual Merchandising of the Manila FAME Design Commune Setting</li> </ul>	15 October 2025
Fair Proper <ul style="list-style-type: none"> <li>- Supervision at the Manila FAME Special Setting</li> <li>- Home, Fashion and Lifestyle Shoot</li> </ul>	16-18 October 2025
Evaluation <ul style="list-style-type: none"> <li>- Assessment and Next Steps</li> <li>- Report-writing and submission</li> </ul>	October 2025

#### **IV. Mode of Procurement**

- ☒ **Small Value Procurement**
- ☐ Direct Contracting
- ☐ Scientific, Artistic, Scholarly

#### **V. Qualitative Evaluation**

This engagement is open to individual professionals or companies/firms and will be assessed based on the Qualitative Evaluation with parameters as listed below.

<b>Criteria</b>	<b>Value Point</b>	<b>Document/s Submitted</b>
Proven track record of at least 20 years of experience in designing products in the home and lifestyle sectors (35 points)	Length of relevant experience as product designer <ul style="list-style-type: none"> <li>• 20 years and more (35 points)</li> <li>• 19-15 years (25 points)</li> <li>• 14-10 years (15 points)</li> <li>• Below 9 years (5 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Designer's Portfolio of Product Designs</li> </ul>



Creative Director/Curator for at least 12 design-led shows/exhibits in design-led international events organized by the government, such as local and international exhibitions (35 points)	Trade event experience as Creative Director/Curator <ul style="list-style-type: none"> <li>• 12 or more projects (35 points)</li> <li>• 10 - 11 projects (25 points)</li> <li>• 9 and below projects (15 points)</li> </ul>	<ul style="list-style-type: none"> <li>• List of events/showcases for the last 10 years</li> <li>• Curriculum Vitae</li> </ul>
Must have at least 25 yrs. Of recognized experience in branding Philippine design to the foreign market (20 points)	Experience in Branding Philippine Design <ul style="list-style-type: none"> <li>• 25 years or more of experience (20 points)</li> <li>• 22 – 24 years of experience (15 points)</li> <li>• Below 21 years of experience (10 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> </ul>
Reputable and influential in the design community (10 points)	Relevant contributions to the design community e.g. publications, international speaking engagements, significant involvement in design/trade exhibitions	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Features/articles in local or international publications (printed or online) for the last 5 years)</li> </ul>
<b>Total</b>	<b>100 points</b>	

**Passing score: 90 points**

Proposed Technical Working Group (TWG):

CHAIRMAN: Ms. Marjo Evio

MEMBERS: Ms. Anna Marie Alzona & Ms. Katherine May Apodaca

FOCAL PERSON: Ms. Jameish Soliman

## VI. Terms of Payment

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

Deliverables	Requirement	Payment
		% of Contract Price
Concept/Theme Proposal	Upon submission of concept/theme for Manila FAME 2025 Furniture and Lighting Setting, and direction/ implementation method of the conduct of product development	40%
Product Development	Upon completion of initial consultations and submission of preliminary product development designs to participating companies	30%
Prototype Progress, Mentorship, and Show Proper	Upon submission mentorship notes and photos of the prototype progress including inspections of prototypes developed	20%
Post Event Evaluation Report and Final Product Photos	Upon submission of post-event evaluation report.	10%
<b>TOTAL</b>		<b>100%</b>

## VII. Risk Management

1. Should the product designer/specialist be unable to serve the sector/market they are assigned to due to unforeseen circumstances of *force majeure*, and other factors beyond their control (e.g. no applicants), they shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary.

Below are the alternative deliverables that may be suggested or negotiated with the product development designer/specialist should there be any unforeseen circumstances that arise that hinder the successful delivery of the project/s:

Conditions	Action	Remarks
1. No Applicants	CITEM may explore an alternative option such as extending the contract 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 Product Design Specialist	CITEM will aggressively campaign for participants to join the product development program. However, in most extreme case when there are no interested sign-ups, CITEM shall formally inform the designer and negotiate on the proposed alternative
2. If CITEM does not meet the target no. of companies	CITEM may allow the designer/specialist to provide design services to participants from a different market/sector to meet their own targets, as long as the other designer's deliverables shall not be affected.	Rates of professional fees shall remain constant and will not increase or decrease whether they are serving different markets / sectors
3. If the Designer/Specialist does not meet the minimum no. of companies to be served	CITEM shall compensate the designer/specialist based on the number of companies they serve.	Contract price / the no. of participating companies



4. If the Designer/Specialist does not meet the minimum number of new products per company	CITEM shall compensate the designers based on the number of companies they served and the number of product designs he/she developed	Bidded amount / the no. of participating companies <hr/> the no. of designs developed per company
--	--	--

2. Corresponding Deductions/Penalties:

Inability of the Product Design Specialist to provide assistance to the approved number of companies engaged shall correspond to deductions from the total amount of payment. Total value of deductions will be computed based on the disparity between actual number of companies assisted and approved number of companies.

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 Product Design Specialist.

Prepared by:



**JAMEISH VENDETTI SOLIMAN**  
TIDS, Creative Goods Division – SBD

Noted by:



**ANNA MARIE ALZONA**  
Chief, Creative Goods – SBD

Recommending Approval:



**MARJO EVIO**  
Department Manager, Service Business Department

Approved by:



**ROMLEAH PULIDO-OCAMPO**  
Executive Director