

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-2025-0124

**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 STAND ASSISTANT FOR THE
PHILIPPINE PARTICIPATION IN INDEX DUBAI 2025 -
INCLUSION OF VIDEO AND PHOTOGRAPHY
SERVICES**

(Please see attached Request for Quotation Form and Job Description for more details.)

APPROVED BUDGET FOR THE CONTRACT: PHP53,100.00 or USD900.00

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.



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



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **30 April 2025**RFQ No.: **2025-0124**

Company Name: _____

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: **05 May 2025**Time: **05:00PM**Schedule of Opening of Bids: **06 May 2025**Time: **02:00PM**Venue: **ZOOM****Schedule of Bidding in Gulf Standard Time:**Deadline of Submission of Quotations: **05 May 2025**Time: **01:00PM**Schedule of Opening of Bids: **06 May 2025**Time: **10:00AM**Venue: **ZOOM**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNTS
1	pax	<p style="text-align: center;">HIRING OF STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN INDEX DUBAI 2025 - INCLUSION OF VIDEO AND PHOTOGRAPHY SERVICES</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP53,100.00 or USD900.00</u></p> <p style="text-align: center;"><i>(Please see attached Job Description for more details)</i></p> <p>Date Needed / Delivery Date: 27-29 May 2025 Duration: 27-29 May 2025, 09:00AM – 06:00PM</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: _____

JOB DESCRIPTION OF THE STAND ASSISTANT

- Assist exhibitors at the stand with basic inquiries and support needs.
- Welcome and engage visitors; provide basic information about the company, products, and services.
- Support the Project Manager (Ms. Marjo Evio), Company Representatives, and Curator (Mr. Ito Kish) with administrative or logistical tasks as needed.
- Distribute marketing materials, brochures, business cards, and giveaways.
- Keep the stand clean, organized, and presentable at all times.
- Manage registration sheets, collect visitor information, and ensure accurate documentation for follow-up.
- Facilitate appointment scheduling or direct visitors to the appropriate company representative.
- Coordinate with event organizers for operational needs (e.g., badge issues, maintenance requests).
- Relay urgent inquiries or customer feedback to the Project Manager (Ms. Marjo Evio) or other responsible staff immediately.
- Help in packing up materials and dismantling the stand at the end of the exhibition.
- Assist in photography and videography during the 3 day event (27-29 May 2025)

Prepared by:


DANA ANAYA
TIDS, SBD

Approved by:


MARJO F. EVIO
DM, SMD