

**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-2024-0149**

**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 TWO (2) STAND ASSISTANTS FOR THE  
PHILIPPINE PARTICIPATION IN CENTRESTAGE  
HONG KONG CONVENTION 2024**

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

Qualifications:

- Should have previous experience in live marketing events, exhibitions, or trade fairs;
- Should have an excellent level of speaking in English and Cantonese or Mandarin language.

Documents to be submitted:

- Curriculum Vitae

APPROVED BUDGET FOR THE CONTRACT:  
PHP50,000.00 per pax or a total of PHP100,000.00

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



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **20 August 2024**

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

RFQ No.: **2024-0149**

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

Deadline of Submission of Quotations: <b>22 August 2024</b>	Time: <b>01:00PM</b>
Schedule of Opening of Bids: <b>22 August 2024</b>	Time: <b>02:00PM</b> Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
2	pax	<p><b>HIRING OF STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATION IN CENTRESTAGE HONG KONG CONVENTION 2024</b></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP50,000.00 per pax or a total of PHP100,000.00</u></p> <p><i>Dates needed:</i> 04-07 September 2024 <i>Time needed:</i> 09:30AM-07:00PM <i>Scope of Contract:</i></p> <ol style="list-style-type: none"> <li>1. Man and maintain the cleanliness of the booth</li> <li>2. Familiarize the products being showcased in the trade show</li> <li>3. Engage visitors in conversation and ask qualifying questions to generate sales leads for the companies being represented</li> <li>4. To report from 09:30AM to 07:00PM of 04 to 07 September 2024</li> <li>5. Preferably a Cantonese or Mandarin speaker</li> </ol> <p><i>Qualifications:</i></p> <ul style="list-style-type: none"> <li>• Should have previous experience in live marketing events, exhibitions, or trade fairs;</li> <li>• Should have an excellent level of speaking in English and Cantonese or Mandarin language.</li> </ul> <p><i>Documents to be submitted:</i></p> <ul style="list-style-type: none"> <li>- Curriculum Vitae</li> </ul>		

**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 is **One Project** having several items that shall be **awarded as One Contract**.

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: \_\_\_\_\_