

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-2025-0208

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 JUNIOR PRODUCT DEVELOPMENT SPECIALIST FOR MANILA FAME 2025
ARTISANS VILLAGE

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

Approved Budget for the Contract	: PHP80,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 21 July 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 22 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. 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)

1. **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.
2. **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.
3. **Notarized Omnibus Sworn Statement**
4. **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)

- i. **Curriculum Vitae**
- ii. **List of events / showcases for the last five (5) years**
- iii. **Designer's Portfolio of product designs**
- iv. **List of clients / partnerships / affiliates**
- v. **Relevant contributions to the design community, supported by engagements, features / articles in local or international publications (printed or online) on design trade exhibitions 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:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. 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: 16 July 2025
RFQ No.: 2025-0208

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 Qualitative Evaluation Documents: 21 July 2025	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 22 July 2025	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF JUNIOR PRODUCT DEVELOPMENT SPECIALIST FOR MANILA FAME 2025 ARTISANS VILLAGE</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP80,000.00</u></p> <p>Delivery Date: <u>01 August to 31 October 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 for Hiring of Junior Product Development Specialist for Manila FAME Artisans Village 2025

I. Overview

Requirement	Hiring of Junior Product Development Specialist for Manila FAME Artisans Village 2025
Project, if applicable	Manila FAME 2025
Period of Engagement	August 1 to October 31, 2025
Budget	Php 80,000.00
Documents Attached	PR, APP

II. Rationale/Objectives for Procurement

Manila FAME is the Philippines' premier trade show for quality home, fashion, and lifestyle products. Since 1983, it has been supporting and showcasing Philippine MSMEs and artisan communities from the home, fashion, and lifestyle sectors through various capacity-building efforts, collaborations with international design figures, and networking activities with buyers from around the world.

One of the standout features of Manila FAME is the Artisans Village. Designed to support the handicrafts sector of regional MSMEs, the initiative provides a platform for artisans to display their creations, backed by technical assistance such as the Product Development Program. Spearheaded by CITEM, this initiative challenges MSMEs to elevate their craftsmanship and become market- and export-ready.

Since its launch, the Artisans Village has been instrumental in the growth of participating MSMEs. The continued success of the program has generated strong interest from various provinces, resulting in an increase in applications and participations. To effectively manage this growing demand and ensure that each participating region receives the appropriate level of product development support, the hiring of an additional Product Specialist is necessary.

Objectives:

1. To hire a Junior Product Development Specialist to expand support coverage and meet the growing number of participating regions.
2. To maintain the quality and consistency of assistance provided to each region.
3. To sustain the impact and reputation of the Artisans Village initiatives.

III. Scope of Work

1. Product Development Program

- a. Execute product design renditions and prototype production for the product development program of 1 Artisans Village participant (consisting of 4 confirmed MSME for Product Development) for Manila FAME in October 2025 with a minimum of at least 3 new designs per company, or a total of 12 new designs.
- b. Conduct 1 to 2 physical consultation meetings and/or factory visits along with several virtual meetings as necessary, regarding product development/enhancement/selection/mix to each participating company within the work calendar/engagement; including:

1. Initial consultation meeting to assess the participating companies' production capabilities, design expertise, and overall capacity, including reviewing product lines, assessing production processes, and evaluating resource availability.
2. Conduct physical and/or virtual meetings to provide product designs and development direction in consultation with the hired Product Development Specialist.
3. Initial prototype inspection to review and evaluate product samples and prototypes.
4. Final prototype inspection to review developments in product samples and prototypes and to finalize collections for display at the special setting.

2. Artisans Village Curation

- a. Conduct product selection / final line selection of each participating company while taking into consideration equal product representation of companies.
- b. Provide directions on the merchandising/curation (including the identification, purchase, and inventory of props needed for curation)
- c. Be present during ingress to conduct onsite curation / visual merchandising of product displays,
- d. Be available during event proper to do minor curatorial edits and accept interview/act as spokesperson, if needed.
- e. Align display presentation with other Artisan Villages.

3. Brand Ambassadorship

Act as Manila FAME Ambassador with the following specific roles:

- a. Headline Manila FAME in 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);
- b. Engage in CITEM's public and media relations activities intended for the promotion of Manila FAME such as but not limited to courtesy calls, launches, and press conferences, when invited;
- c. Participate in any designer's online panel discussions, talks, conferences, and webinars (if any) initiated by CITEM for Manila FAME October 2025.
- d. Promote Manila FAME using own social media accounts or other marketing platforms available.

4. Report writing and other requirements:

- a. Submit design concepts and/or any additional documents in support of payments made by CITEM.
- b. Provide assessment and identify next steps by submitting a Post-Event Terminal Report detailing delivered undertakings (with photos and/or articles from promotion activities attended), observations, and recommendations for succeeding Manila FAME editions. The terminal report should be submitted no later than one month after the show.

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 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
Should have a proven track record of at least eight (8) years of experience in product design (35 points)	Length of relevant experience <ul style="list-style-type: none"> • Six to Ten years - (35 points) • Four to Five years (25 points) • At least Three years (15 points) 	Curriculum Vitae
Should have had experience as the Product design specialist in a trade event/similar event (local and/or international) that showcases home, fashion, and lifestyle products; (35 points)	Trade event experience as a Product Design <ul style="list-style-type: none"> • Six or more events (35 points) • At least five events (25 points) • Three to Four events and below (15 points) 	<ul style="list-style-type: none"> • List of events /showcases for the last 5 years • Designer's Portfolio of Product Designs
Should be reputable and influential in the local/international design community with no pending valid business or administrative complaint/s filed by third parties, or government agencies. (30 points)	30 points	<ul style="list-style-type: none"> • Curriculum Vitae • List of clients / partnerships / affiliates • Relevant contributions to the design community, supported by engagements, features/articles in local or international publications (printed or online) on design trade exhibitions for the last 5 years.
TOTAL	100 points	

VI. Terms of Payment

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

Deliverables	Requirement	% of Contract Price
Design Rendition	Submission of Product Designs of participating MSMEs	40%
Report of prototype progress per company	Documentation of meetings and photos of the prototype progress and/or prototype/s developed.	40%
Post Event Evaluation Report and Final Product Photos	Submission of Manila FAME October 2025 post-event evaluation report and photos of final products	20%
TOTAL		100%

VII. Risk Management

- Should the product design specialist be unable to serve the sector/market he/she is assigned to due to unforeseen circumstances or *force majeure*, and other factors beyond his/her control (e.g. no applicants), he/she 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 design specialist should there be any unforeseen circumstances that will arise which will hinder the successful delivery of the project/s:

Conditions	Actions	Remarks
1. No applicants	Canceled contract	CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case when there are no interested sign-ups, CITEM shall formally inform the product design specialist and release him/her from the contract.
2. If CITEM does not meet the target no. of companies	CITEM may allow the design 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/decrease whether he/she is serving different sectors/markets.

3. If the Design specialist does not meet the minimum no. of companies to be served	CITEM will compensate the design specialist based on the actual number of companies he/she served.	Total rate for 4 companies: • Price per company = (Contract Price) / no of companies
4. If the Design specialist does not meet the minimum number of new products per company.	CITEM will compensate the design specialist based on the actual number of companies he/she served and the actual number of product designs he/she developed	Total rate per company computation: <u>Bidded amount ÷ 4 companies</u> 3 designs minimum (per company) 3 designs (minimum no of designs to be developed per company)


2. Corresponding Deductions/Penalties:

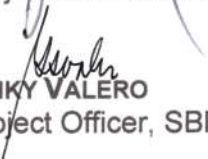
Inability of the Product Design Specialist to provide assistance to the approved number of companies engaged shall correspond to deductions from the total amount of payment. Total value of deductions will be computed based on the disparity between the actual number of companies assisted and approved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

3. Incidental

If the event is cancelled due to unforeseen circumstances or *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 pro-rated based on the accomplished deliverables stipulated in the terms of payment. Extension of contract shall not incur any additional payment to hire a product design specialist.

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