

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-2024-0212-R4

**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 ASSISTANTS FOR THE
PHILIPPINE PARTICIPATION IN ASIAPACIFIC
TEXTILE AND APPAREL SUPPLY CHAIN
EXPOSITION AND SUMMIT 2024 (APTEXPO 2024)**

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

Qualifications:

1. Should have previous experience in live marketing events, exhibitions, trade fairs, B2B events, or other related activities
2. Should have an excellent level of speaking in English and Mandarin language
3. Experience in fashion related events / activities is a plus

Documents to be submitted:

1. Bidders must submit their Curriculum Vitae

APPROVED BUDGET FOR THE CONTRACT: PHP88,000.00 or SGD2,000.00

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.



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: **09 November 2024**

Company Name: _____

RFQ No.: **2024-0212-R4**

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: 11 November 2024	Time: 04:00PM	
Schedule of Opening of Bids: 11 November 2024	Time: 05:00PM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
2	pax	<p style="text-align: center;">HIRING OF STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATION IN ASIA-PACIFIC TEXTILE AND APPAREL SUPPLY CHAIN EXPOSITION AND SUMMIT 2024 (APTEXPO 2024)</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: PHP88,000.00 or SGD2,000.00</p> <p>Dates: 13-15 November 2024 Venue: Sands Expo and Convention Centre, Singapore Scope of Work:</p> <ol style="list-style-type: none"> 1. Man and maintain the cleanliness of the booth 2. Familiarize the products being showcased in the trade show 3. Engage visitors in conversation and ask qualifying questions to generate sales leads for the companies 4. To report from 08:30AM – 06:30PM from 13-15 November 2024 5. Submit a written summary report that includes most inquired products, buyer profiles met, and recommendations <p>Qualifications:</p> <ol style="list-style-type: none"> 1. Should have previous experience in live marketing events, exhibitions, trade fairs, B2B events, or other related activities 2. Should have an excellent level of speaking in English and Mandarin language 3. Experience in fashion related events / activities is a plus <p>Documents to be submitted:</p> <ol style="list-style-type: none"> 1. Bidders must submit their Curriculum Vitae <p>*This requirement is divisible and partial bid is allowed. Bidder may offer/quote for one (1) stand assistant not exceeding PHP44,000.00 or SGD1,000.00.</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.

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: _____