

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-2025-0014-EPA

**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 **Early Procurement Activity (EPA)** Notice for:

**HIRING OF STAND ASSISTANT/S FOR THE
PHILIPPINE PARTICIPATION IN AMBIENTE 2025**

(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 German 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: PHP189,000.00 or EUR3,000.00

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



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **16 December 2024**

Company Name: _____

RFQ No.: **2025-0014-EPA**

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:		
<i>Deadline of Submission of Quotations:</i> 19 December 2024		<i>Time:</i> 01:00PM
<i>Schedule of Opening of Bids:</i> 19 December 2024	<i>Time:</i> 02:00PM	<i>Venue:</i> ZOOM

Schedule of Bidding in Central European Time:		
<i>Deadline of Submission of Quotations:</i> 19 December 2024		<i>Time:</i> 06:00AM
<i>Schedule of Opening of Bids:</i> 19 December 2024	<i>Time:</i> 07:00AM	<i>Venue:</i> ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
3	pax	<p style="text-align: center;">HIRING OF STAND ASSISTANT/S FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2025</p> <p style="text-align: center;">TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP189,000.00 OR EUR3,000.00</u></p> <p><i>Dates:</i> 06-11 February 2025 <i>Venue:</i> Hall 10.4 Stands A49 and B42; Hal; 10.1 FY01</p> <p>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 / translate in conversation and ask qualifying questions to generate sales leads for the companies 4. To report from 08:30AM – 06:30PM from 06-11 February 2025 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 German Language 3. Experience in fashion related evens / 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 EUR1,000.00 or PHP63,000.00.</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.
- 5) This requirement is an Early Procurement Activity (EPA) the following rules shall apply:
 - Price escalation is generally not allowed. The Price is considered fixed price for the given scope of work as awarded;



- Bid validity shall be 120 calendar days extendible upon request of CITEM;
- Notice of Award shall ONLY be released upon approval and effectivity of GAA 2025 or the reenactment of the 2024 budget.

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: _____