

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-2024-0188

**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 PARTICIPATIONS IN SIAL PARIS 2024**

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

TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP190,500.00 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



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)

Company Name: _____
Address: _____
Contact No.: _____

Date: **26 September 2024**
RFQ No.: **2024-0188**

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.

<i>Deadline of Submission of Quotations:</i> 30 September 2024	<i>Time:</i> 05:00PM
<i>Schedule of Opening of Bids:</i> 01 October 2024	<i>Time:</i> 02:00PM <i>Venue:</i> ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
2	pax	<p>HIRING OF STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATIONS IN SIAL PARIS 2024</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP190,500.00 OR EUR3,000.00</u></p> <p><i>ABC per pax:</i> EUR1,500.00 per pax <i>Dates needed:</i> 19-23 October 2024</p> <p><u><i>Scope of Work:</i></u> The two (2) Stand Assistants (min.) of the 110sqm Philippine Pavilion (Hall 4 K190) shall:</p> <ol style="list-style-type: none"> 1. Study and familiarize in advance the information of the nineteen (19) companies and their products before the period of engagement 2. Be physically present at the Paris-Nord Villepinte Exhibition Centre (82 Avenues des Nations, 93420 Villepinte, France) from 19-23 October 2024, 09:00AM-06:00PM (Lunchbreak included) 3. Engage visitors / buyers in conversation, answer queries about the products or companies, ask qualifying questions to generate inquiries and sales leads, and endorse them to the company representative/s 4. Act as interpreter, when necessary 5. Collect/assist in the daily collection of the CITEM-required forms and business cards to be endorsed to CITEM personnel and, if necessary, assist in the encoding of relevant sale/inquiry/contact details 6. Man and maintain the orderliness of the pavilion 7. Submit a post-event report with services rendered, insight/intel, and recommendations (can submit one report for the two (2) stand assistants) <p><u><i>Qualifications:</i></u> The individuals or firm must:</p> <ol style="list-style-type: none"> 1. Have a background of at least two years in live marketing events, sales, or exhibitions, preferably with experience in working with CITEM 2. A Fluency in both English and French 		



	<p><u>Documents to be submitted:</u></p> <p>1. Bidders must submit their Resume or Curriculum Vitae</p> <p><u>Budget and Payment Terms:</u></p> <ul style="list-style-type: none">- Total Budget is at EUR3,000.00 (EUR1,500.00 per pax for 5 days / EUR300 per day per pax) inclusive of all incidental expenses (transportation and meals) and applicable taxed and charges- Full payment upon project completion and submission of report on services rendered and recommendations <p><u>Note:</u> The top two (2) lowest and responsive bidders who meet the qualifications above will be awarded this project.</p> <p><i>(Please see attached List of CITEM Exhibitors and Pavilion Location for more details)</i></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: _____



List of CITEM Exhibitors – per product category (1/2)



Beverages



LIONHEART FARMS
(PHILIPPINES) CORPORATION

Confectionery



SABROSO CHOCOLATE
MANUFACTURING

Flours and Starches, Raw Materials and Food Ingredients



HIJO SUPERFOODS



NGOSIOK MKTG.

Sauces and Mixes



MARIGOLD MANUFACTURING
CORPORATION

Marine Products



FISHER FARMS,
INCORPORATED

Nuts



C.O.P. PILI SWEETS AND
PASTRIES

QUERICA

PHENOMENON GROUP INC.



PILI CRUSH ENTERPRISES



THE RAINS DELICACIES



List of CITEM Exhibitors – per product category (2/2)



Processed Fruits



CALLE88 FOODS
CORPORATION
banana chips



GSL PREMIUM FOOD
EXPORT CORP
banana chips



HI-LAS MARKETING
CORPORATION
fresh and processed fruits and
vegetables, dried and frozen
fruits, purees, extracts



ONE VIZCAYA EXPORT
CORPORATION
pure calamansi extract, master
saba frozen steamed, master
saba turonette



ONEASIA TRADER
cocojam spread, fresh coconut milk,
molasses, muscovado suga, savory
banana chips, unripe banana,
coconut oil, powder flavors



PROFOOD INTERNATIONAL
CORPORATION
dried fruits, purees & concentrates, ready to
drink juices & nectar, jams and jellies, fruity
poppers and konnyaku-based products



QUIRINO YOUNG
ENTREPRENEURS
ASSOCIATION
ube powder



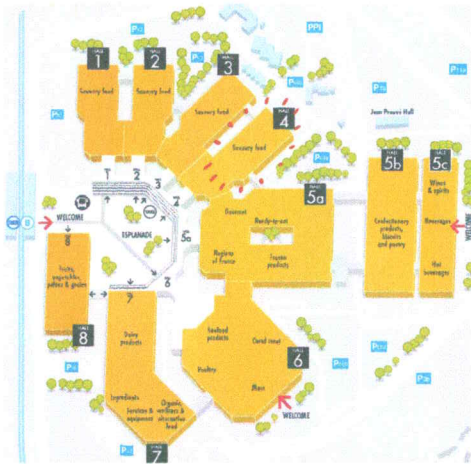
SEE'S INTERNATIONAL
FOOD MFG. CORP.
banana chips



SOYUZ FOODS INTERNATIONAL INC.
calamansi juice extract, calamansi fruit
drink, calamansi concentrate, calamansi
collagen drink, sugar free calamansi fruit
drink



Pavilion Location



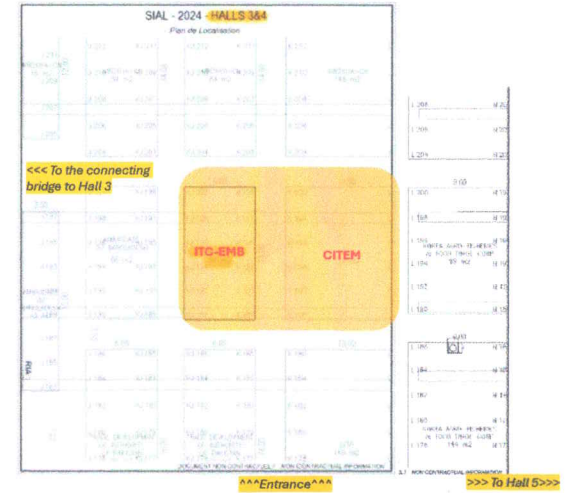
Pavilion Location

Booth Number:

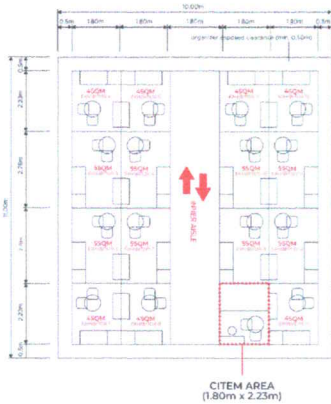
- CITEM: Hall 4 K 190 (110 sqm)
- ITC-EMB: Hall 4 KJ 190 (66 sqm)

Neighboring Booths (Facing the Entrance):

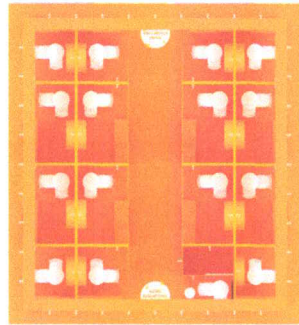
- Right: Bangladesh
- Left: Korea
- Front: Pakistan and Thailand
- Back: TBD



SIAL 2024 PHILIPPINE PAVILION



CITEM AREA (1.80m x 2.23m)



SIAL 2024 PHILIPPINE PAVILION

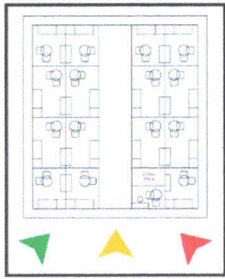


DETAILS





SIAL 2024 PHILIPPINE PAVILION

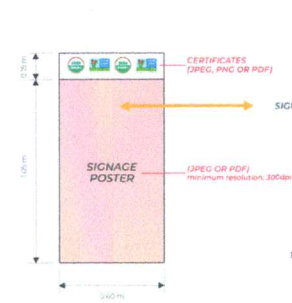


PERSPECTIVE VIEWS

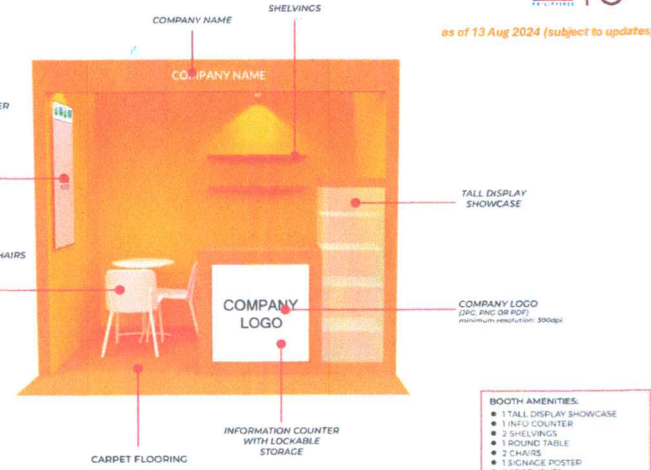
as of 13 Aug 2024 (subject to updates)



SIAL 2024 PHILIPPINE PAVILION



Sept 13 - DEADLINE OF SUBMISSION One poster per booth.



BOOTH DETAILS

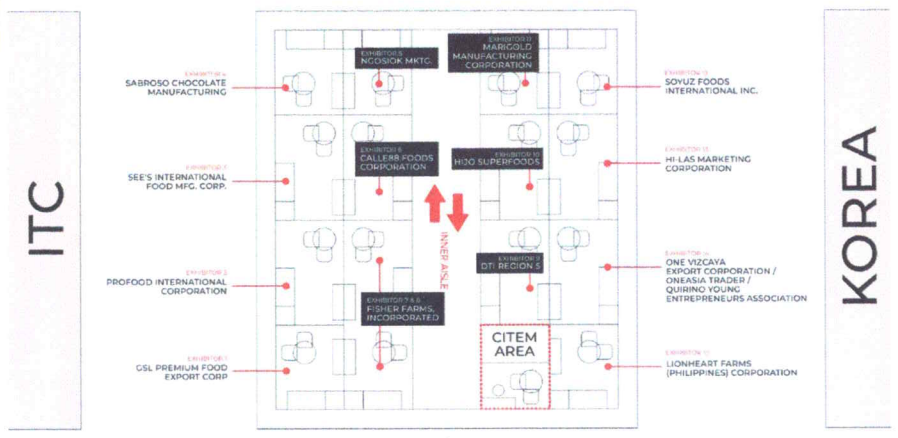
as of 13 Aug 2024 (subject to updates)

- BOOTH AMENITIES:**
- 1 TALL DISPLAY SHOWCASE
 - 1 INFO COUNTER
 - 2 SHELVINGS
 - 1 ROUND TABLE
 - 2 CHAIRS
 - 1 SIGNAGE POSTER
 - 2 SPOTLIGHTS
 - 1 TASHBEN
 - 1 OUTLET



SIAL 2024 PHILIPPINE PAVILION

EXHIBITOR LOCATION PLAN



as of 13 Aug 2024 (subject to updates)

