

**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**

**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](mailto: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](mailto:citembac@citem.com.ph)



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

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

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date: **12 October 2024**

RFQ No.: **2024-0212**

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.

<b>Deadline of Submission of Quotations: 14 October 2024</b>	<b>Time: 05:00PM</b>
<b>Schedule of Opening of Bids: 15 October 2024</b>	<b>Time: 02:00PM</b> <b>Venue: ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
2	pax	<p style="text-align: center;"><b>HIRING OF STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATION IN ASIA-PACIFIC TEXTILE AND APPAREL SUPPLY CHAIN EXPOSITION AND SUMMIT 2024 (APTEXPO 2024)</b></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP88,000.00 or SGD2,000.00</u></p> <p><b><u>Dates:</u></b> 13-15 November 2024 <b><u>Venue:</u></b> Sands Expo and Convention Centre, Singapore <b><u>Scope of Work:</u></b></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</li> <li>4. To report from 08:30AM – 06:30PM from 13-15 November 2024</li> <li>5. Submit a written summary report that includes most inquired products, buyer profiles met, and recommendations</li> </ol> <p><b><u>Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. Should have previous experience in live marketing events, exhibitions, trade fairs, B2B events, or other related activities</li> <li>2. Should have an excellent level of speaking in English and Mandarin language</li> <li>3. Experience in fashion related events / activities is a plus</li> </ol> <p><b><u>Documents to be submitted:</u></b></p> <ol style="list-style-type: none"> <li>1. Bidders must submit their Curriculum Vitae</li> </ol>		

**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: \_\_\_\_\_