

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-2025-0061

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 CONCEPT DIRECTOR, SPECIFIER, PARTS AND FITTINGS SHOWCASE IN
MANILA FAME 2025**

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

Approved Budget for the Contract	: PHP900,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 24 February 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 25 February 2025, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or 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)

- 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.
- 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.
- Latest Income / Business Tax Return**
- Notarized Omnibus Sworn Statement**
- 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 / Profile

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- 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.

for: 
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: 20 February 2025
 RFQ No.: 2025-0061

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: 24 February 2025	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 25 February 2025	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	pax	<p>HIRING OF CONCEPT DIRECTOR, SPECIFIER, PARTS AND FITTINGS SHOWCASE IN MANILA FAME 2025</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 900,000.00</u></p> <p>Date Needed / Delivery Date: <u>Upon acceptance/signing of Job Order/Contract to November 2025</u></p> <p><i>(Please see attached Terms of Reference for more details.)</i></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.

for:
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 (TOR)
Hiring of Concept Director, Specifier and Curator for the
Components, Parts and Fittings Showcase
MANILA FAME 2025

I. Overview

Requirement	HIRING OF CONCEPT DIRECTOR, SPECIFIER, PARTS & FITTINGS SHOWCASE IN MANILA FAME OCTOBER 2025
Project, if applicable	MANILA FAME 16-18 October 2025
Period of Engagement / Date of Delivery or Date Needed	Upon acceptance/signing of JO/Contract to November 2025
Approved Budget for the Contract	Php 900,000.00 inclusive of all applicable taxes
Documents Attached	PR, APP

II. Rationale/Objectives

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.

For the second time, Manila FAME will feature the Philippine Components: Coverings, Parts and Fittings special showcase. This unique platform highlights the capabilities of the Philippine manufacturers offering an alternative market niche to develop and to position themselves within the growing market for parts and components. The showcase also emphasizes the vital role of components in creating eco-friendly and sustainable home and lifestyle products, underscoring their value in the global marketplace.

Objectives:

1. To foster the growth of the manufacturing and exporting "component industry" by providing a platform to showcase their capabilities to local and international buyers.
2. To promote environmental consciousness by featuring eco-friendly and sustainable components
3. To create a visually compelling showcase that highlights the design expertise and manufacturing capabilities of Philippine component manufacturers
4. To increase awareness of Philippine components as a viable market sector, encouraging buyers to source coverings, parts and fittings from the Philippines

III. Scope of Work

1. Product Selection
 - 1.a. Identify possible exhibitors to feature at the showcase ensuring to feature as wide an array of raw materials and designs as possible
 - 1.b. Provide design direction and other required specifications to identified exhibitors;
 - 1.b. Conduct product selection/final line selection with each participating company.
2. Special Setting
 - 2.a. Conceptualize the design of the Components Showcase, in coordination with CITEM Exhibition and Design Team, and provide supervision over the hired contractor for the construction and other set-up requirements for the setting;
 - 2.b. Provide directions in space planning of the Components Showcase;

- 2.c. Must physically curate and identify props/visual merchandising for the Special Showcase
- 2.d. Provide guidance and assistance, if needed, for the curation of product photos to CITEM Communication and Creative Services Department.
3. Brand Ambassadorship
Act as Manila FAME Ambassador with the following specific roles:
- 3.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);
- 3.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;
- 3.c. Participate in any designers' online panel discussions, talks, conferences, and webinars (if any) initiated by CITEM for Manila FAME 2025.
4. Report writing and other requirements:
- 4.a. Submit design concepts and/or any additional documents in support of payments made by CITEM; Submit photos and/or articles of promotion activities and online events attended by the Curator.
- 4.b. Provide assessment and identify next steps by submitting a Post-Event Terminal Report detailing delivered undertakings, 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 **90 points** will proceed to the opening of financial bid. The contract shall be awarded to the lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post-qualification.

CRITERIA	VALUE POINTS	DOCUMENT/S SUBMITTED
Track record working in home, furniture and fashion industry as creative consultant, creative director, event curator, product specialist (40 points)	<ul style="list-style-type: none"> • 20 years and more (40 points) • 10 - 19 years (30 points) • 5 - 9 years (20 points) • 1-4 years (10 points) • None (0 points) 	Curriculum Vitae / Profile
Experience as creative director in home, furniture and fashion in international trade show held in Manila (30 points)	<ul style="list-style-type: none"> • At least 5 shows (30 points) • 2-4 shows (20 points) • 1 show (10 points) • None (0 points) 	Curriculum Vitae / Profile

Experience as creative director in overseas trade fair participations for home, furniture and fashion (30 points)	<ul style="list-style-type: none"> • At least 20 shows (30 points) • 10-19 shows (20 points) • 1-9 shows (10 points) • None (0 points) 	Curriculum Vitae / Profile
TOTAL	100 points	

Proposed Technical Working Group TWG members

Chairman : Norman Bagulbagul
Member 1 and 2 : Pinky Valero and Katrina Ledesma
Focal Person : Danamae Anaya

VI. Terms of Payment

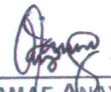
Payment shall be made upon the issuance of statement of account and submission of deliverables. All travel expenses (airfare and accommodation) and logistical requirements for travel to the regions/provinces required for the program are to be covered by the Curator.

Deliverables	Requirements	% of Contract Price
Concept/Theme and Workplan Proposal	Upon submission of the concept, theme, design direction, and workplan to CITEM.	40%
Report of product selection progress	Upon submission of list of possible exhibitors and product selection progress report.	40%
Submission of Manila FAME October 2025 post-event evaluation report	<ul style="list-style-type: none"> • Upon submission of Manila FAME October 2025 post-event evaluation report including photo documentation of curated setting. • Engaged in any CITEM Manila FAME brand ambassadorship initiatives (e.g. interviews, talks, conferences etc.) 	20%
TOTAL		100%

VII. Risk Management

1. Inability of the Curator to provide services such as conceptualization of theme, provide list of possible exhibitors, product selection and post-event report for reasons deemed unjustifiable by CITEM shall result in the immediate cancellation of the contract with no further obligations or liabilities on the part of the contracting entity.
2. If the event is cancelled due to unforeseen circumstances or force majeure - beyond the reasonable control of both parties, 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 hired Curator.

Prepared by:



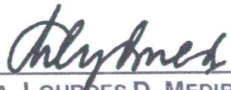
DANAMAE AWAYA
TIDA, SBD

Noted by:



ANNA MARIE ALZONA
Division Chief, CGT

Recommending Approval:



MA. LOURDES D. MEDIRAN
Deputy Executive Director



MARJO F. EYO
Department Manager, SBD

Approved by:



LEAH PULIDO OCAMPO
Executive Director