

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-2025-0073

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 PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR DESIGN COMMUNE
(HOME AND HOLIDAY DECOR) PROGRAM FOR MANILA FAME 2025**

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

Approved Budget for the Contract	: PHP950,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 24 March 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 25 March 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)

- Curriculum Vitae;**
- List of events/showcases for the last five (5) years;**
- Design Specialist's sample portfolio of product designs;**
- List of clients/partnerships/affiliates;**
- Features/articles in local and/or international publications (printed or online) for the last ten (10) years;**
- Relevant contributions to the design community such as speaking engagements, significant involvement in design/trade exhibitions, local and/or international for the last ten (10) years supported by features/articles/publications, printed or online.**

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.


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: _____

Date: 20 March 2025
 RFQ No.: 2025-0073

Company Name: _____
 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 / citembac@citem.com.ph.

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

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	pax	<p>HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR DESIGN COMMUNE (HOME AND HOLIDAY DECOR) PROGRAM FOR MANILA FAME 2025</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 950,000.00</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.


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) for Hiring of a Product Design Specialist
for Design Commune (Home and Holiday Décor) Program
Manila FAME October 2025**

I. Overview

Requirement	Hiring of a Product Development Design Specialist for Design Commune (Home and Holiday Décor) Program
Project, if applicable	MANILA FAME 2025
Period of Engagement / Date of Delivery or Date Needed	Upon acceptance/signing of JO/Contract to November 2025
Approved Budget for the Contract	Php950,000.00 inclusive of all applicable taxes and travel related expenses
Documents Attached	APP, PR

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.

Product Development Program in Manila FAME is a strategic initiative as part of Exhibitors Servicing to assist Filipino entrepreneurs, artisans, and manufacturers in creating innovative, high-quality, and globally competitive products. By consistently showcasing new designs and products, it will demonstrate adaptability, creativity, and a forward-thinking approach that appeals to both local and international markets.

Objectives:

- To create new design collections for participating MSMEs that can also be showcased in Overseas Trade Fairs.
- To innovate and respond to evolving international market trends and consumer demands.
- To develop among our exhibitors a solid foundation and appreciation of the value of product design as a tool for global trade competitiveness.

III. Scope of Work

1. Product Development

1.a. Identify and contract at least 2-3 local designers to work for the Product Development Design Specialist under the Design Commune Program. Designers' fee, if any, will be covered by the Product Development Design Specialist

1.b. Develop market-targeted capsule collections for participating companies. The products to be developed shall target overseas markets, particularly buyers from the US, Asia, and Europe being the consistent and biggest buyer arrivals in Manila FAME.

Likewise, products developed targeting particular markets may be shown as standalone collections should any of the participating companies also join overseas trade shows.

1.c. Oversee the product development of 15 participating companies with the identified designers for Manila FAME in October 2025 with a minimum of 6 new designs per company, for a total of 90 new designs.

1.d. Conduct 3-4 consultations with the identified Designers and participating companies through virtual and/or physical meetings and/or factory visits. During physical

meetings/factory visits, Specialist shall shoulder his/her and the identified designers' travel expenses (airfare and accommodation) and facilitate logistical/administrative requirements to the participating companies required for the visits, as follows:

- Initial consultation meeting to assess the participating companies' capabilities and to present Designer's Concept, Theme and CITEM's project timeline.
- Consultation meeting for product design presentation and development direction.
- Initial prototype inspection to review, evaluate and provide further instructions / directions on product samples and prototypes.
- Final prototype inspection to review developments in product samples and prototypes and finalize collections for display at the special setting.

2. Design Commune Special Setting

- 2.a. Conceptualize Design Commune Setting in collaboration with the hired foreign product consultant/designer and with CITEM Exhibition Design Team and provide supervision over the hired contractor for the construction and other set-up requirements of the commune area.
- 2.b. Conduct product selection / final line selection of each participating company while taking into consideration equal product representation of the participants.
- 2.c. Be present during ingress to conduct onsite curation and identify props/visual merchandising props for the Manila FAME October 2025 Design Commune (home and holiday décor sector) setting.
- 2.d. Should there be a need for assistance in the curation of product photos in the "Design Commune" tab of the FAME+ website, the product design specialist should provide guidance and instructional materials to the 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, and other print collateral), and digital (emails, websites, blogs, other internet and social 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 articles of promotion activities and online events attended by the Product Design Specialist in support of payments made by CITEM;
- 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 **80 points** will proceed to the opening of financial bid. The lowest calculated and most responsive bidder shall be awarded and declared the winner of the contract, subject to post-qualification.

Criteria/s	Value Points	Document/s Submitted
Should have a proven track record of at least 15 years of experience in home & lighting product design; (35 points)	Length of relevant experience <ul style="list-style-type: none"> • 15 years and more (35 points) • 10 - 14 years (25 points) • 5 - 9 years (10 points) • Below 5 years (5 points) 	Curriculum Vitae
Should have had experience as Designer in a trade event/similar event that showcases home and lighting products and should not have been hired by CITEM as a designer in the past year. (35 points)	Trade event experience as a Product Designer <ul style="list-style-type: none"> • 10 events and above (35 points) • 9 events and below (25 points) 	<ul style="list-style-type: none"> • List of events/showcases for the last 5 years • Design Specialist's sample Portfolio of Product Designs
Should be reputable and influential in the design community with no pending valid business or administrative complaint/s filed by third parties or government agencies. (30 points)	(30 points)	<ul style="list-style-type: none"> • Curriculum Vitae • List of clients/partnerships/affiliates • Features/articles in local and/or international publications (printed or online) for the last 10 years • Relevant contributions to the design community such as speaking engagements, significant involvement in design/trade exhibitions, local and/or international for the last 10 years supported by features / articles /publications, printed or online.

VI. Terms of Payment

The total contract price is inclusive of applicable taxes and 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 regions/provinces required for the program are to be covered by the Product Development Design Specialist.

Deliverables	Requirements	% of Contract Price
Concept/Theme and Workplan Proposal	Upon submission of the concept, theme, design direction, and workplan to CITEM.	30%
Initial Design drawings/sketches for the assigned companies	Upon submission of preliminary product development designs to CITEM and the participating companies	30%
Report of prototype progress per company	Upon submission of the prototype progress report with documentation of meetings and photos of prototype progress and/or prototypes developed.	30%
Post Event Evaluation Report and Final product photos	<ul style="list-style-type: none"> Upon submission of Manila FAME October 2025 post-event evaluation report and photos of final products. Engaged in any CITEM Manila FAME brand ambassadorship initiatives (e.g. interviews, talks, conferences etc.) 	10%
	TOTAL	100%

VII. Risk Management

- Should the product development specialist be unable to serve the sector/market they are assigned to due to unforeseen circumstances or force majeure, and other factors beyond their control (e.g. no applicants), he/she shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary.

Below are the alternative deliverables that may be suggested or negotiated with the product development specialist should there be any unforeseen circumstances that will arise which will hinder the successful delivery of the project/s:

Conditions	Action/s	Remarks
No applicants	Cancelled contract	CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case when there are no interested sign-ups, CITEM shall formally inform the product development specialist and release him/her from the contract.

<p>If CITEM does not meet the target no. of companies.</p>	<p>CITEM may allow the Product Design Specialist to provide design services to participants from a different market/sector to meet their own targets, as long as the other designer's deliverables shall not be affected.</p>	<p>Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different markets/sectors.</p>
<p>If the Product Design Specialist does not meet the minimum no. of companies to be served.</p>	<p>CITEM shall compensate the Product Design Specialist based on the actual number of companies they served.</p>	<p>Total rate for 15 companies:</p> <ul style="list-style-type: none"> • Price per company = (Contract Price) / no. of companies
<p>If the product design specialist does not meet the minimum number of new product designs per company.</p>	<p>CITEM will compensate the product design specialist based on the actual number of companies served and the actual number of product designs he/she developed.</p>	<p>Total rate per company computation:</p> <p style="text-align: center;">Bidded amount ÷ 15 companies 6 designs minimum (per company)</p> <p>To be divided by the number of designs:</p> <p>6 designs (minimum no of designs to be developed per company)</p>

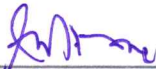
- Inability of the Product Design Specialist to provide assistance to the approved number of companies engaged shall correspond to deductions from the total amount of payment. Total value of deduction will be computed based on the disparity between the approved versus the actual number of companies assisted.
- If the event is cancelled due to unforeseen circumstances or force majeure, 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 the hired product design specialist.

Prepared by:



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