Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Likhang Filipino Exhibition Halls, International Trade Center Complex
(formerly PhilTrade), Roxas Blvd., Pasay City

Solicitation No.: CITEM-2026-0160-R1

REQUEST FOR QUOTATION
(SMALL VALUE PROCUREMENT)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

HIRING OF ONE (1) PRODUCT DESIGN SPECIALIST FOR HOLIDAY & SEASONAL DECOR FOR FAME 2026 DESIGN COMMUNE

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

Approved Budget for the Contract	:	**PHP700,000.00**
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	:	**12 May 2026, 05:00PM**
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	:	**13 May 2026, 02:00PM**

Conduct of Opening of Bids shall be held virtually thru 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)

1. **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.
2. **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.
3. **Latest Income / Business Tax Return**
4. **Notarized Omnibus Sworn Statement**
5. **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 / Portfolio / List of relevant Projects**
ii. **Project documentation, mentorship program records, or portfolio showing collaborations**
iii. **Portfolio of EU market projects, client list, or project case studies**
iv. **Certificates, contracts, project reports, or proof of participation in CITEM initiatives**

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

a. Physical Submission at the CITEM Office, Likhang Filipino Exhibition Halls, International Trade Center Complex (formerly PhilTrade), Roxas Blvd., Pasay City or
b. Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection must be 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 or email at citembac@citem.com.ph.

ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Likhang Filipino Exhibition Halls, International Trade Center Complex
(formerly PhilTrade), Roxas Blvd., Pasay City
Tel.: (632) 8-831-2201 local 309 E-mail: citembac@citem.com.ph

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: 06 May 2026
RFQ No.: 2026-0160-R1

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:	**12 May 2026**	*Time:* **05:00PM**	
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents:	**13 May 2026**	*Time:* **02:00PM**	*Venue:* **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	pax	**HIRING OF PRODUCT DESIGN SPECIALIST FOR HOLIDAY & SEASONAL DECOR FOR FAME 2026 DESIGN COMMUNE** APPROVED BUDGET FOR THE CONTRACT: PHP700,000.00 **Date Needed / Delivery Date:** June – November 2026 ***(Please see attached Terms of Reference for more details)***	*Note: Please indicate **bid offer per quantity (QTY).***	*Note: Please indicate **total bid offer.***

Terms and Conditions:

1) Delivery period: **(see above)** 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
Manila FAME October 2026
Hiring of Product Design Specialist for Holiday & Seasonal Décor

Title	**Hiring of Product Design Specialist for Holiday & Seasonal Décor**
Project, if applicable	**Manila FAME 2026**
Period of Engagement	**June to November 2026**
Approved Budget for the Contract	**PHP 700,000 (Inclusive of ALL Applicable Taxes)**
Documents Attached	**PR, APP**

I. Rationale

Manila FAME is the Philippines' premier trade show for quality lifestyle products. Since 1983, Manila FAME has been showcasing Philippine micro, small, and medium enterprises and artisan communities from the home décor, furniture and furnishings, fashion, holiday and gift sectors through various capacity-building efforts, collaborating with international design figures, and networking activities with buyers from around the world.

In line with this, the engagement of a design specialist or consultant will provide participating companies with the opportunity to enhance and innovate their products, while fostering collaboration with designers who can provide insights on current design trends and evolving market behavior.

This initiative is particularly significant for the Holiday & Seasonal Décor Sector at Manila FAME, as it marks the return of the program for the said sector after a long absence. Through this project, the sector will present a cohesive and trend-responsive showcase during the exhibition, highlighting newly developed Philippine-made products that reflect creativity, craftsmanship, and global market relevance.

Ultimately, this initiative aims to strengthen the sector's presence in the international market while promoting innovative products proudly made in the Philippines.

Objectives:

1. **To engage a Product Design Specialist for Holiday & Seasonal Décor** who possesses valuable industry experience and can contribute his/her expertise in developing innovative and market-relevant product concepts for the sector.
2. **To develop new product designs and collaborate with Philippine companies and manufacturers** in creating and showcasing innovative products made from locally sourced materials in the Philippines.
3. **To promote the Philippines, through Manila FAME, as a premier sourcing destination** for high-quality, design-driven Holiday & Seasonal Décor Products in the global market

II. Scope of Work

Product Development

1. **Oversee the product development program** for at least ten (10) participating companies for Manila FAME 2026, with a minimum of four (4) new product designs to be developed per company.

2. **Collaborate with at least 3 local designers** as part of a mentorship initiative aimed at cultivating and supporting aspiring designers in the Philippines. Preferred candidates should

be based in Manila or nearby areas. All travel-related expenses incurred in the course of collaboration will be shouldered by the hired Product Design Specialist.

3. **Conduct consultation meetings** with each participating company through virtual and/or physical meetings (with at least one [1] physical visit) within the duration of the engagement. These consultations shall cover product development, enhancement, selection, and product mix.
   a. **Initial Consultation Meeting** – Conduct a comprehensive evaluation of the participating companies' production capabilities, design expertise, and overall capacity. This includes reviewing existing product lines, assessing production processes, evaluating resource availability, and presenting the project timeline.

   b. **Design Direction Consultation** – Present and discuss the overall concept, product design direction, and development strategy for the collection.

   c. **Initial Prototype Inspection** – Review and evaluate product samples and prototypes and provide further instructions and recommendations for refinement and improvement.

   d. **Final Prototype Inspection** – Review the progress and improvements in product samples and prototypes and finalize the product collections for display in the Design Commune Special Setting for Gifts, Holiday & Seasonal Décor at Manila FAME 2026.

4. **Develop market-targeted capsule collections** for the participating companies. The products to be developed shall be specifically designed to cater to overseas buyers and international market preferences (i.e. participating in Philippine Embassy in New York Show Window on the last quarter of 2026, Maison and Objet 2027 in Paris, Ambiente 2027 in Germany, etc.)

5. **Showcase the newly developed products collectively** during Manila FAME 2026. These products may also be presented as standalone collections for participating companies that will join overseas trade shows, particularly those targeting specific international markets.

Special Setting

1. **Conduct the product and final line selection** from each participating company, ensuring balanced and equitable product representation among all participating companies.

2. **Conceptualize the overall design direction** of the assigned special setting in coordination with the CITEM Service Business Department (SBD) and the Exhibition Design Division (EDD).

3. **Be physically present during ingress** to conduct onsite curation of the display and identify appropriate visual merchandising props for the assigned special setting.

4. **Provide guidance and instructional materials**, if necessary, for the curation of product photos to be featured in the Show Features section of the FAME+ website and other promotional materials.

Brand Ambassadorship

1. **Act as a Manila FAME Ambassador**, with the following specific roles and responsibilities:

   a. Participate, when necessary, in local and international marketing and promotional initiatives of CITEM. This may include features, interviews, and photos for various forms of mass media such as broadcast (television and radio), print (broadsheets, magazines, and other print collateral), and digital platforms (emails, websites, blogs, and other internet-based media).

b. Engage in CITEM's public and media relations activities intended to promote Manila FAME 2026, including but not limited to courtesy calls, launches, and press conferences, when invited.

c. Participate in designers' online panel discussions, talks, conferences, and webinars (if any) organized in relation to Manila FAME 2026.

e. Promote Manila FAME to professional networks and business contacts and share promotional materials through social media and other available digital platforms.

2. **Participate in onsite activities** such as designers' vernissage, panel discussions, talks, conferences, and webinars (if any) organized by CITEM for Manila FAME October 2026.

Report Writing and Other Requirements

1. **Submit design concepts and other supporting documents**, as required, to facilitate processing of payments by CITEM.

2. **Submit documentation of promotional activities**, including photos and/or articles related to marketing engagements and online events attended as Product Design Specialist.

3. **Submit a Post-Event Report** providing an assessment of the project, including delivered undertakings, observations, and recommendations for future editions of Manila FAME.

Schedule of Activities

Activities	Timeline
Submission of Proposed Concept	2 weeks after signing of Job Order/ Contract
Initial Consultation Meeting, one-on-one meeting with the participating companies.	After submission/approval of the concept
2nd consultation, presentation of designs to the participating companies	June - July 2026
3rd consultation, inspection of designs and prototypes	August - September 2026
Ingress, Curation and Visual Merchandising of the Special Setting for Holiday & Décor	12-13 October 2026
Vermissage, media preview and brand ambassadorship	14 October 2026
Event Proper, Supervision of the Special Setting	15-17 October 2026
Evaluation, submission of Post-Event Report	November 2026

III. Mode of Procurement

Mode of Procurement is Small Value Procurement

IV. Qualitative Evaluation ☑ REQUIRED / ☐ NOT REQUIRED

Interested bidder/s will undergo Qualitative Evaluation, based on the parameters below, passing score is 90%.

Note: For online submissions, state clearly what will be used for the submission i.e. drive link, hard drives, etc. and who will provide this CITEM or the bidder.

Proposed Technical Working Group TWG members
Chairman: Marjo F. Evio
Member 1 and 2: Boggs Leano & Peter Tapang
Focal Person: Mary Ann Baldemoro

Criteria	Value Point	Documents to be submitted
At least 20 years of experience in Design Consultation, Creative Direction, and Mentorship *20 years and more (35 points)* *19-15 years (25 points)* *14-10 years (15 points)* *Below 9 years (5 points)*	35%	Curriculum Vitae (CV) / Portfolio / List of relevant projects
At least 5 years of experience collaborating with young designers *5 years and more (30 points)* *Less than 5 years (15 points)*	30%	Project documentation, mentorship program records, or portfolio showing collaborations
Experience in product design for the EU market *4-5 projects (25 points)* *2-3 projects (15 points)* *1 project (5 points)*	25%	Portfolio of EU market projects, client list, or project case studies
Experience in Product Development Programs or collaborations in CITEM-led projects	10%	Certificates, contracts, project reports, or proof of participation in CITEM initiatives
Total value	100%	

V. Terms of Payment

Deliverables	Payment (percentage of Total Contract Price)
Submission of Proposed Concept	30%
Product Development, upon completion of initial consultation with the participating companies	30%
Prototype, Mentorship, and Event Proper - upon submission of Product Prototypes with mentorship notes	30%
Submission of post-event report and final products.	10%

VI. Risk Protection and Management

1. If Product Designer/Specialist is unable to serve the assigned sector or market due to unforeseen circumstances, including force majeure or other factors beyond their control (e.g., lack of participating applicants), the designer/specialist shall immediately inform CITEM through the assigned Project Coordinator.

   The Product Designer/Specialist and CITEM shall then discuss and agree upon appropriate **alternative deliverables**, if necessary.

   Below are the possible alternative deliverables that may be proposed or negotiated with the Product Designer/Specialist should unforeseen circumstances arise that may hinder the successful implementation and completion of the project.

Condition	Alternative deliverables	Remarks
No Applicants	**Extension of Contract,** the engagement may be extended until the next event, with the	CITEM will aggressively campaign for participants to join the product development

	same approved concept to be implemented. **Prorated Payment,** the contract may be settled on a prorated basis, based on the deliverables already accomplished, in accordance with the terms of payment stipulated for the hired Product Design Specialist.	program. However, in most extreme case when there are no interested sign-ups, CITEM shall formally inform the designer and negotiate on the proposed alternative
If CITEM does not meet the target no. of companies	CITEM may allow the Product Designer/Specialist to provide design services to participants from a different market or sector in order to meet their targets, provided that such engagement does not affect the deliverables of the originally assigned sector.	Rates of professional fees shall remain constant and will not increase or decrease whether they are serving different markets / sectors
If the Designer/Specialist does not meet the minimum number of companies to be served	CITEM shall compensate the Product Designer/Specialist based on the number of participating companies they serve.	Contract price / the no. of participating companies
If the Designer/Specialist does not meet the minimum number of new products per company	CITEM will compensate the designer based on the actual number of companies he/she served, and the actual number of product designs he/she developed	Bidded amount/ the no. of participating companies _____ the no. of designs developed per company

2. Non-Performance, If the Product Design Specialist is unable to provide assistance to the approved number of participating companies, deductions shall be applied to the total contract amount. The total value of deductions will be computed based on the difference between the actual number of companies assisted and the approved number of companies.

3. Incidental / Force Majeure, if the event is cancelled or disrupted due to unforeseen circumstances or force majeure, the contract may be:
   a. **Extended** until the next event, with the same approved concept to be implemented; or
   b. **Settled on a prorated basis**, based on the deliverables already accomplished in accordance with the terms of payment.

Prepared by:
MARY ANN BALDEMORO
TIDA, Home Lifestyle Division

Noted by:
MANUEL LEAÑO
Chief, Home Lifestyle Division

Recommending Approval:
MARIO F. EVIO
Department Manager,
Service Business Department

Approved by:
LEAH PULIDO OCAMPO
Executive Director