

**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-2024-0222**

**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 A DESIGN AND BUILD CONTRACTOR  
FOR THE PHILIPPINE PARTICIPATION IN THE ASIA-  
PACIFIC TEXTILE AND APPAREL SUPPLY CHAIN  
EXPO AND SUMMIT 2024 (APTEXPO 2024)**

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

Documents to be submitted:

1. Company Profile
2. Booth design proposal with floor plan

**APPROVED BUDGET FOR THE CONTRACT: PHP1,950,000.00**

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



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **30 October 2024**RFQ No.: **2024-0222**

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.

<b>Schedule of Bidding in Philippine Standard Time:</b>		
<b>Deadline of Submission of Quotations: 04 November 2024</b>	<b>Time: 05:00PM</b>	
<b>Schedule of Opening of Bids: 05 November 2024</b>	<b>Time: 02:00PM</b>	<b>Venue: ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;"><b>HIRING OF A DESIGN AND BUILD CONTRACTOR FOR THE PHILIPPINE PARTICIPATION IN THE ASIA-PACIFIC TEXTILE AND APPAREL SUPPLY CHAIN EXPO AND SUMMIT 2024 (APTEXPO 2024)</b></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP1,950,000.00</u></p> <p><b>Date Needed / Delivery Date: 06 November 2024</b> <b>Event Date: 13-15 November 2024</b> <b>Venue: Marina Bay Sands Expo and Convention Centre, Singapore</b></p> <p><b><u>Documents to be submitted:</u></b> 1. <i>Company Profile</i> 2. <i>Booth design proposal with Floor plan</i></p> <p style="text-align: center;"><b>(Please see attached Terms of Reference for more details.)</b></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: \_\_\_\_\_

**HIRING OF DESIGN AND BUILD BOOTH CONTRACTOR FOR  
ASIA-PACIFIC TEXTILE AND APPAREL SUPPLY CHAIN EXPO & SUMMIT 2024 (APTEXPO 2024)**

**1. Event Details**

<b>Event Name</b>	<b>APTEXPO 2024</b>
<b>Event Dates</b>	<b>13-15 November 2024</b>
<b>Ingress Dates</b>	<b>11-12 November 2024</b>
<b>Egress Date</b>	<b>15 November 2024</b>
<b>Venue/Location</b>	<b>Marina Bay Sands Expo and Convention Centre, Singapore</b>

**2. Objectives**

- a. To hire a qualified booth contractor to design and build CITEM's pavilion at APTEXPO 2024.
- b. To create visually appealing and functional booths that reflect CITEM's brand identity through the provided brand manual, mood board, and pavilion requirements
- c. To ensure the booth construction adheres to the standards and requirements of the show organizer.

**3. Scope of Work**

The booth contractor will be responsible for the following deliverables:

<b>3.1 Design</b>	
a.	Develop a comprehensive booth design that meets the aesthetic and functional needs of CITEM.
b.	Ensure the design aligns with CITEM's brand identity, provided project brief, proper use of logos, colors, and messaging.
c.	Create 3D renderings and detailed plans for the booth, including layout, lighting, materials, graphics, and signage.
d.	Provide innovative and creative solutions to maximize the booth's appeal and engagement at trade shows.
e.	Incorporate flexible design elements that can be adapted to different show sizes and layouts as needed.
f.	Ensure compliance with the trade show organizer's rules and regulations.
g.	Must include the following areas/provisions in the pavilion design <ul style="list-style-type: none"> <li>- Flooring in Needle Punch Carpet</li> <li>- 1 area for CITEM Reception with reception lounge</li> <li>- 1 area for Storage (with coat hanger, water, tea, coffee, sugar, milk, and coffee machine)</li> <li>- 14 areas for Exhibitors with: <ol style="list-style-type: none"> <li>a. 2 units negotiation chairs and 1 table within each exhibitor area</li> <li>b. Applicable booth product display and merchandising of fashion exhibitors (such as but not limited to: Mannequins, Risers, Clothing Rack, Shelving, etc.)</li> <li>c. Convenience outlets</li> <li>d. Applicable and sufficient lighting requirement for each area and lighting for the whole pavilion</li> </ol> </li> </ul> <p><i>Template area allocation: 80% Exhibitor area   20% Service / CITEM Area</i></p>
h.	Graphics design must be aligned with the provided brand manual for Fashion Philippines and DTI CITEM Branding
<b>3.2 Build and Installation</b>	
a.	Manage the construction of the booth based on the approved design.
b.	Ensure high-quality materials are used for durability and visual appeal.
c.	Coordinate with the trade show organizers and venue for logistics, booth installation, and dismantling schedules.
d.	Transport booth materials and components to the overseas trade show venues.

e.	Supervise the installation and ensure the booth is ready before the trade show opening.
f.	Ensure adherence to international health, safety, and environmental standards during the build and installation.
<b>3.3 Dismantling</b>	
a.	Oversee the dismantling of the booth after each trade show, ensuring all materials are handled properly.
<b>3.4 On-site Support</b>	
a.	Provide manpower support for the opening of items inside wooden crates, boxes and the like
b.	Provide technical support and on-site assistance during the trade show for any booth-related issues or adjustments.
c.	Ensure the booth maintains its quality and functionality throughout the event.

#### 4. Deliverables

4.1	2 options with 3D design concept and detailed floor plan.
4.2	Checklist of materials to be used for booth construction.
4.3	Production schedule, including key milestones and deadlines.
4.4	Sending of production photos
4.5	Completed booth setup prior to the event start date.
4.6	Sending of high quality completed booth shots (minimum: 5 angles)
4.7	Post-event dismantling and handling report.

#### 5. Timeline

The contractor is expected to adhere to the following timeline:

<b>Design Submission</b>	06 November 2024
<b>Approval of Final Design</b>	07 November 2024
<b>Booth Construction Completion</b>	10 November 2024
<b>Ingress Dates</b>	11-12 November 2024
<b>Event Dates</b>	13-15 November 2024
<b>Egress Date</b>	15 November 2024

#### 6. Qualification Requirements

Criteria for Award: Lowest Calculated and Responsive Bidder

Mode of Procurement: Negotiated Procurement - Overseas

Passing rate: 90%

*Note: Only bidders who pass the Qualitative Evaluation shall proceed with the opening of financial bid.*

CRITERIA	VALUE POINT
<b>Relevant years of experience in the exhibition industry as a contractor</b> <ul style="list-style-type: none"> <li>5-8 years (30 points)</li> <li>1-4 years (10 points)</li> </ul> <u>Document attachment:</u> Company Profile	30 points
<b>Complete submission of design requirements</b> <ul style="list-style-type: none"> <li>2 options of booth design and floor plan (30 points)</li> </ul> <u>Document attachment</u> Booth design proposal with floor plan	30 points
<b>Relevance and alignment of booth design to mood board</b> <u>Document attachment</u> Booth design proposal with floor plan	40 points
<b>TOTAL</b>	<b>100 points</b>

## 7. Estimated Budget

The above expense shall be charged to the **APTEXPO 2024** budget with a total maximum budget allotment of **One Million Nine Hundred Fifty Thousand Pesos Only (₱1,950,000.00)**.

## 8. Terms And Conditions

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is **One Million Nine Hundred Fifty Thousand Pesos Only (₱1,950,000.00)**, inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
2. All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event management contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.
3. The winning contractors shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.

Prepared by:



**Katherine May G. Apodaca**  
EDD - CCSD

Recommending Approval:



**Norman D. Bagulbagul**  
Acting Department Manager  
*Communications and Creative Services Department*



**Marjo F. Evio**  
Department Manager  
*Service Business Department*



Approved by:



**Leah Pulido Ocampo**  
Executive Director, CITEM

