

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-2020-0178

**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 AN ONLINE B2B MEETING ORGANIZER FOR
CAEXPO AND CIIE 2020 PARTICIPANTS**

Approved Budget for the Contract: PHP 1,400,000.00

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.



ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-BAC

Terms of Reference
Contracting of Online B2B Meeting Organizer
For CAEXPO and CIIE 2020 Participants

I. Background and Rationale:

As part of the continuing presence in the Chinese market program and as an additional service to the exhibitors of the China projects in 2020, we are proposing B2B Matching activities for the participants of CIIE and CAEXPO 2020.

The first schedule of the B2B matching, tentatively scheduled on 17-18 December 2020, shall include the CAEXPO 2020 exhibitors. The 2nd schedule, two (2) days in the first quarter of 2021, shall include select exhibitors of the two (2) CN OTF participations.

II. Objective

To support the efforts for the continuing presence in the China market program;
To provide additional leads for companies already introduced in the Chinese market; and,
To build stronger business connections in the Chinese trading network.

III. Requirement

Hire services of an online B2B meeting organizer to provide online business matching activities between PH manufacturers and exporters with CN importers, wholesalers, distributors and retailers.

IV. Scope of Work:

- Invite quality buyers according to the products of participating PH companies.
- Arrange B2B matching for 24 companies on 17-18 Dec. 2020 and for no less than 50 but no more than 60 companies in the 1st Quarter of 2021 schedule.
- Organize a minimum of 4 meetings per participating PH companies for each of the two sessions (17-18 December 2020 and in 2 days in the first quarter of 2021)
- Prepare buyers profile and business information (contacts, interested category, etc.)
- Feature the events on its various media platforms to encourage participation
- Arrange a post one-to-one meeting between seller and interested buyer
- Follow up the meeting and submit feedback summary
- Publicity or posting of the scheduled online B2B matching in the supplier's own website, social media accounts and other networks. Proof of the posting, such as photos or screen captions, are to be presented in the report.
- Provide a comprehensive database of buyers that can deliver quality matches with buyer ranging from legitimate importers and distributors
- Provide a contact list of buyers met during the event
- Provide a comprehensive report on the matches made between exhibitors and companies with emphasis on buyer/market feedback on the exhibitor products.

V. Qualification

1. Must have more than three (3) years if experience in B2B matching physical or online for the food sector;
2. Must have an extensive database of buyers from one or more trading regions in China; and,
3. Must have worked with Philippine companies or agency in the past, for a similar project or deliverable.

VI. Qualitative Evaluation

Qualification	Score
B2B Matching Experience	0 to 3 Years- 0 Points 3 to 5 years- 20 Pts 5 to 10 Years- 30 Pts 10 Years and above- 40 Points
Presence or Network in China	Limited to 1 Region- 20 Pts More than 1 Region- 30 Pts
Experience in working with PH companies or Agencies	None- 0 Points With experience- 30 points
Total/Maximum Score	100 pts

Passing score is 80 points. Only those who pass are eligible.

VI. Terms of Payment

The total budget is Php 1,400,000.00 inclusive of all applicable taxes. This shall be paid based in two (2) tranches, every after scheduled B2B Meeting. To process, the supplier must submit a report on the results to include the list of met buyers, and the website and social media postings as indicated in the scope of work.

In case of incomplete delivery and unsatisfactory service, a mutually agreed amount shall be deducted from the total contract price.

Prepared by:



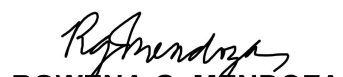
ALEX LUCAS
Project Officer

Noted by:



EVA MARIE C. MARIQUINA
OIC, OG2-OTF

Recommending Approval:



ROWENA G. MENDOZA
OIC, OG2

Approved by:



PAULINA SUACO-JUAN
Executive Director