

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-2021-0088

**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 INTERNATIONAL TREND FORECASTING COMPANY
FOR FAME+ OCTOBER 2021**

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

Approved Budget for the Contract: USD 15,000.00 or PHP 765,000.00

Required to submit below documents:

1. Company Profile indicating:
 - a. Years of experience as an International Trend Forecasting Company for the home, fashion, and lifestyle sectors
 - b. List of notable global brands, events, or publications the company has worked with
 - c. Experience in producing and conducting talks, workshops, seminars, or presentations via webinar format
 - d. List of Webinar produced that has on-demand access

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



**REQUEST FOR QUOTATION
 (OVERSEAS PROCUREMENT)**

Date: 15 September 2021

Company Name: _____
 Address: _____
 Contact No.: _____

RFQ No.: 2021-0088

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.

Deadline of Submission of Quotation and Qualitative Evaluation Documents: <u>20 September 2021</u>	Time: <u>05:00PM</u>
Schedule of Opening of Bids: <u>21 September 2021</u>	Time: <u>02:00PM</u> Venue: <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p>HIRING OF AN INTERNATIONAL TREND FORECASTING COMPANY FOR FAME+ OCTOBER 2021 <i>(Please see attached Term of Reference for more details)</i></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>USD 15,000.00 or PHP 765,000.00</u></p> <p>Required to submit below documents:</p> <ol style="list-style-type: none"> 1. Company Profile indicating: <ol style="list-style-type: none"> a. Years of experience as an International Trend Forecasting Company for the home, fashion, and lifestyle sectors b. List of notable global brands, events, or publications the company has worked with c. Experience in producing and conducting talks, workshops, seminars, or presentations via webinar format d. List of Webinar produced that has on-demand access 		

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: _____

TERMS OF REFERENCE

Engagement of an International Trend Forecasting Company for FAME+ October 2021

I. BACKGROUND AND RATIONALE

For more than three decades, CITEM has nurtured and promoted Philippine creative manufacturers and producers in the global market through its signature event, Manila FAME. The show supports local MSMEs and artisan communities who intend to explore the international market by providing a platform to showcase their products, and network with new and existing buyers.

In October 2020, CITEM successfully launched FAME+, the digital counterpart to Manila FAME, providing its stakeholders with a year-round sourcing platform to ensure their presence in the market beyond the limitations of an annual physical trade show. CITEM likewise capacitated its stakeholders in the form of online webinars, talks, and workshops, to equip them with the necessary knowledge and skills to thrive in the content-driven digital sphere.

In a survey of FAME+ exhibitors, majority of the respondents identified “trends” as one of the Top 5 topics they would like to learn more about in future capacity-building activities conducted by CITEM. However, it is worth noting that majority of exhibitors remain unable to attend CITEM’s live online capacity-building events due to conflicts with their business and personal schedules.

To continue capacitating its stakeholders amidst the prevailing pandemic and subsequent cancellation of the 2021 Manila FAME physical trade show, CITEM deems it necessary to engage an International Trend Forecasting Company who can provide valuable insights on future trends and post-COVID19 consumer behavior that are globally relevant to the home, fashion, and lifestyle industries, in the form of webinars that can be accessed by Manila FAME stakeholders on-demand, through CITEM’s digital platforms.

II. OBJECTIVES

1. To engage the services of a reputable International Trend Forecasting Company that will provide CITEM with a selection of relevant trend forecasts in the form of pre-recorded webinars that can be re-broadcasted to Manila FAME stakeholders through CITEM’s digital platforms;
2. To provide CITEM with relevant content that can be broadcasted during the Manila FAME Sourcing Festival (working title) in October 2021, and attract audiences to participate in the live online event;
3. To provide Manila FAME stakeholders with the opportunity to access relevant trend forecasts at their own convenience through the FAME+ digital platform.

III. QUALIFICATIONS

1. Should have at least 10 years of experience as an International Trend Forecasting Company for the home, fashion, and lifestyle sectors;
2. Must have worked with notable global brands, events, or publications;
3. Must have experience in producing and conducting talks, workshops, seminars, or presentations via webinar format;
4. Must be capable of providing on-demand access to their produced webinars.

IV. SCOPE OF WORK AND DELIVERABLES

CITEM shall engage the services of a seasoned and reputable International Trend Forecasting Company to provide a selection of pre-recorded trend forecast presentations in video webinar format. The webinars should contain trend forecasts on the home and fashion lifestyle sectors including, but not limited to, consumer behavior, color and design directions. The webinars should likewise be produced and owned by the International Trend Forecasting Company.

The pre-recorded webinars should be available for re-broadcast by CITEM during the Manila FAME Sourcing Festival, a live event that will be held online in October 2021 via CITEM's digital platforms. The webinars should likewise be available for on-demand access to CITEM's stakeholders after the live event.

Interested bidders must submit their **company profile** with the above qualifications, and a **financial proposal / quotation** for the following deliverables:

International Trend Forecasting Company Undertaking

1. Provide CITEM with a minimum of 5 hours worth of webinars on trend forecasts for the home and fashion lifestyle sectors, to be submitted online in HD-resolution video format;
2. Provide CITEM with the rights to unlimited re-broadcasts and unlimited access to the identified webinars on-demand via its digital platforms.
3. Provide CITEM with the necessary support should there be technical issues in accessing the webinars;
4. Allow CITEM to use content from the identified webinars in its promotional materials such as, but not limited to, articles and social media posts.

CITEM Undertaking

1. Provide proper acknowledgement and credit to the International Trend Forecasting Company when re-broadcasting the webinars and using content from the said webinars in promotional materials.

V. TIMELINE

DATES	MILESTONES
1 st to 2 nd Week Sept 2021	Procurement of International Trend Forecasting Company
3 rd Week September 2021	Final lineup of webinars to be selected by CITEM Processing of 50% initial payment
3 rd – 4 th Week Sept 2021	Submission of pre-recorded webinars for CITEM Processing of 50% balance payment
13 – 19 October 2021	Uploading of videos on the FAME+ website for on-demand access
20 – 22 October 2021	Live re-broadcast of select webinars during FAME+ Sourcing Festival

VI. ESTIMATED BUDGET

Total Budget : USD 15,000.00 (PHP 765,000.00*), inclusive of tax
Mode of Procurement: Overseas Procurement
Budget Source : Manila FAME October 2021

*USD 1 = PHP 51

VII. PAYMENT TERMS

Payment of the contracted amount, exclusive of taxes, shall be processed in two (2) tranches after submission of the following to CITEM:

- 50% - Upon submission of detailed outline and description of the content of the proposed webinars to CITEM
- 50% - Upon complete turnover of the high-resolution video files and links to CITEM

Prepared by:


KATHERINE V. DELA CRUZ
TIDS, OG1-Signature Events

Noted by:


MARIO F. EVIO
Division Chief, OG1-Signature Events

Recommending Approval:


ATTY. ANNA GRACE I. MARPURI
OIC-DM, Operations Group 1

Approved by:


PAULINA SUACO-JUAN
Executive Director 