

**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-2023-0013**

**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 STAND ASSISTANTS FOR THE PHILIPPINE  
PARTICIPATION IN AMBIENTE 2023**

*(Please see attached Terms of Reference for more details)*

Documents for submission: Updated Resume and Portfolio, if available

**Approved Budget of the Contract: PHP 119,020.00**

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



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City  
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**REQUEST FOR QUOTATION  
 (OVERSEAS PROCUREMENT)**

Date: 13 January 2023

Company Name: \_\_\_\_\_

RFQ No.: 2023-0013

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.

<i>Deadline of Submission of Quotations:</i> <b>16 January 2023</b>	<i>Time:</i> <b>05:00PM</b>
<i>Schedule of Opening of Bids:</i> <b>17 January 2023</b>	<i>Time:</i> <b>02:00PM</b> <i>Venue:</i> <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
2	pax	<p><b>HIRING OF STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2023</b></p> <p><i>(Please see attached Terms of Reference for more details)</i></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 119,020.00</u></p> <p><i>Documents needed for submission: Updated Resume and Profile, if available</i></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: \_\_\_\_\_

**TERMS OF REFERENCE FOR THE PROCUREMENT OF  
HIRING OF STAND ASSISTANTS FOR THE  
PHILIPPINE PARTICIPATION IN AMBIENTE 2023**

**ambiente**

**I. Event Brief**

<b>Title</b>	Ambiente 2023
<b>Date</b>	03-07 February 2023
<b>Budget</b>	2,000 EUR or Php119,020.00*

\* 1EUR = Php 59.51

**II. Show Background**

Ambiente is considered to be the annual meeting point for suppliers and trade buyers of this industry. As the world's largest fair, it welcomed 136,000 trade visitors from 167 countries, majority of which are from Germany, Italy, China, France, the UK, the Netherlands, the United States, Spain, Switzerland, Russia, and South Korea.

CITEM will showcase 30 exhibitors in the Design Philippines pavilion and also availed of foyer to promote Manila FAME. Given that not all exhibitors are allowed to man the booth at the same time, it is important to engage two (2) Stand Assistants that will help the delegation to facilitate negotiations and business matching with buyers and visitors of the pavilions during the entire show.

**III. Scope of Work**

The Stand Assistants of the Design Philippines pavilions in Ambiente 2023 will be required to report from February 03 to 07, 2023 (8:30AM – 6:30PM) including 1 hour lunch break to deliver the following skills and responsibilities:

1. Man, and maintain the cleanliness of the pavilions.
2. Familiarize the products being showcase in the trade show.
3. Engage visitors in conversation, ask qualifying questions to generate sales leads for the companies being represented.
4. Collect business cards and make sales appointments.

**IV. Qualification**

The Stand Assistants should possess the following qualifications:

1. Should have a proven track record of at least 2 years in live marketing events and exhibitions.
2. Should have an excellent level of speaking both English and German language.
3. Should have worked stand assistant for at least 2 trade shows.

The lowest bidder will be duly awarded for this project requirement. The bidder shall submit an updated resume and portfolio, if available, to confirm the above-mentioned qualifications.

**V. Timeline**

The engagement of the Stand Assistants is within the Ambiente 2023 show, 03-07 February 2023.

**VI. Budget and Mode of Payment**

This requirement has a budget of 2,000 EUR or PHP 119,020.00 inclusive of all incidental expenses and applicable taxes. Report shall be submitted daily, and payment shall be made on the last day of the show.

Prepared by:



**KARLA GRACE D. DINGLASAN**  
STIDS, OG1 – Buyer Mktg & OTF Division

Noted by:



**ANNA MARIE D. ALZONA**  
Chief, OG1 – Buyer Mktg & OTF Division

Approved by:

**EDWARD L. FERREIRA Ph.D**  
Executive Director



Recommending Approval:

**MARIO F. EVIO**  
OIC, Operations Group 1



*Cost is  
around -  
US\$ 200/day/person*