

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-2023-0033

**REQUEST FOR QUOTATION  
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)**

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

**HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR FASHION –  
MANILA FAME OCTOBER 2023**

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

Approved Budget for the Contract	: PHP 525,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 20 March 2023, 12:00PM
Opening of Qualitative Evaluation Documents	: 20 March 2023, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 21 March 2023, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or 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](mailto:citembac@citem.com.ph).

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, 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 indicating the following:**

**a. Proven track record/year of relevant experience in fashion product design;**

**b. Relevant contributions to the design community e.g., publications, international speaking engagements, significant involvement in design / trade exhibitions;**

**ii. List of events / showcases for the last five (5) years;**

**iii. Designer's portfolio of product designs;**

**iv. List of clients / partnerships / affiliates;**

**v. Features / articles in local or international publications (printed or online) for the last five (5) years**

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

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). A password protection maybe 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 Qualitative Evaluation Documents, Eligibility Documents, and Financial Bid 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 309/294 or email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

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



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City  
 Tel.: (632) 8-831-2201 local 309/294 E-mail: [citembac@citem.com.ph](mailto:citembac@citem.com.ph)

CITEM.BAC.FR.009  
 REV 1



## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above  
 Lease of Real Property and Venue  
 Small Value Procurement with ABC of Php 50,001 and above  
 Others: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date: 15 March 2023

RFQ No.: 2023-0033

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](mailto:citembac@citem.com.ph).

<i>Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents:</i> <b>20 March 2023</b>	<i>Time:</i> <b>12:00PM</b>
<i>Schedule of Opening of Qualitative Evaluation Documents:</i> <b>20 March 2023</b>	<i>Time:</i> <b>12:00PM</b>
<i>Schedule of Opening of Eligibility Documents and Financial Bid:</i> <b>21 March 2023</b>	<i>Time:</i> <b>02:00PM</b> <i>Venue:</i> <b>Zoom</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;"><b>HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR FASHION - MANILA FAME OCTOBER 2023</b></p> <p style="text-align: center;"><i>(Please see attached Terms of Reference for more details)</i></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 525,000.00</u></p>		

**Terms and Conditions:**

- 1) Delivery period: \_\_\_\_\_ 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

### Hiring of Product Development Design Specialist for Fashion - Manila FAME October 2023

#### RATIONALE

Manila FAME is known as the country's premier design and lifestyle event which promotes the Philippines as a reliable sourcing avenue for high-quality and design-oriented home, fashion, holiday, and interior products. It supports local small- and medium-scale enterprises and artisan communities to both domestic and foreign markets.

True to its mission, CITEM has provided a professionally managed platform to present export-ready products. The Philippines is one of the top countries for quality and design-oriented products for home, fashion, and lifestyle needs. Even with the pandemic in 2020, Manila FAME made a strategic effort to weave the product development program seamlessly with overseas trade fair participations. This initiative has also provided several opportunities to showcase Filipino craftsmanship internationally.

This strategy addresses the need to showcase new products designed with the buyers in mind. Especially now that the much-awaited Manila FAME exhibit is back on the trade exhibition floor in time for its 40th anniversary. Specifically, these newly developed products will satisfy the unique tastes of buyers coming from completely different markets while staying true to the traditions of Philippine manufacturers and exporters.

Implementing this strategy requires the services of design experts who will be able to develop a holistic product collection with consideration to the narratives for Manila FAME and insights on the target markets of Philippine lifestyle products in preparation for Manila FAME October 2023.

#### GENERAL OBJECTIVES

1. To promote the Philippines as the leading source of high-quality and high-designed lifestyle products and present to local and international buyers a broader and more cohesive collection of new products that will meet the requirements of varied target markets;
2. To ensure that Manila FAME upholds its niche as a hub for design and craftsmanship, and a sourcing destination for Philippine creative and design talent as well as craft and manufacturing capabilities;
3. To create a platform that will nurture collaboration between designers and manufacturers and keep Philippine exhibitors innovative and attuned to the latest international market trends and demands; and
4. To develop among our exhibitors a solid foundation and appreciation of the value of product design as a tool for global trade competitiveness.

#### REQUIREMENTS

- 1 Product Development Design Specialist for Fashion - Manila FAME October 2023



## SCOPE OF WORK

### Manila FAME October 2023

#### I. Product Development/Selection Program

1. Oversee the product development program of 15 participating companies for Manila FAME in October 2023 with a requirement of minimum 6 new designs per company.
2. Conduct 2 to 3 consultation through virtual or physical meetings and/or factory visits regarding product development/enhancement/selection/mix to each participating company within the work calendar/engagement; and cover for the personal travel expenses required for each company, as follows:
  - a. Initial consultation meeting to provide product design and development direction;
  - b. Initial prototype inspection to review and evaluate product samples and prototypes;
  - c. Final prototype inspection to review developments in product samples and prototypes and to finalize collections for display at the special setting.
3. Must be able to conduct product selection / final line selection of each participating company while taking into consideration equal product representation of companies as much as possible and must physically curate the Design Commune in Manila FAME October 2023.
4. Develop specifically market-targeted capsule collections for participating companies. The products to be developed shall target overseas markets, particularly buyers from Europe, Germany, the US, and Asia Markets, being the consistent and biggest buyer arrivals of Manila FAME.

The newly developed products shall be showcased collectively in Manila FAME 2023. Likewise, products developed targeting particular markets may be shown as standalone collections should any of the participating companies also join overseas trade shows.

5. Should the product specialist be unable to serve the sector/market he/she is assigned to due to unforeseen circumstances or *force majeure*, and other factors beyond his/her control (e.g. no applicants), they shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary.

Below are the alternative deliverables that may be suggested or negotiated with the product development specialist should there be any unforeseen circumstances that arise that hinder the successful delivery of the project/s:

Conditions	Actions	Remarks
1. No applicants	Canceled contract	CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case when there are no interested sign-ups, CITEM shall formally inform the product development specialist and release him/her from the contract

2. If CITEM does not meet the target no. of companies	CITEM may allow the designer to provide design services to the equivalent number of unserved participants from a different market/ sector to meet their own targets, as long as the other designers' deliverables shall not be affected.	Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different sectors/markets.
3. If the Specialist does not meet the minimum no. of companies to be served	CITEM will compensate the product development specialist based on the number of companies he/she served.	<p>For example:</p> <p>Total rate for 15 companies:</p> <ul style="list-style-type: none"> <li>• P525,000 (P35,000/company)</li> </ul> <p>If the product specialist was only able to serve 12 companies he/she is entitled to the payment of</p> <ul style="list-style-type: none"> <li>• P420,000 (P35,000/company)</li> </ul> <p><i>15 companies successfully assisted x rate per company (P35,000)</i> = P525,000</p>
4. If the Specialist does not meet the minimum no. of product designs to be developed	CITEM will compensate the product development specialist based on the number of companies served and the number of product designs he/she developed.	<p>For example:</p> <p>Total rate per company P35,000.</p> <p>Computation:  <math display="block">\frac{P35,000 \text{ (rate per company)}}{6 \text{ (minimum no. of designs to be developed)}}</math>         = P5,833.33 (per design)</p>

6. Should there arise a need for assistance in the curation of product photos in the "Design Commune" tab of the FAME+ website, the product designer should provide guidance and instructional materials.

**II. Brand Ambassadorship**

Act as Manila FAME Ambassador with the following specific roles:

- a. Headline Manila FAME in local and international marketing and promotion initiatives of CITEM which include features, interviews, and photos for all forms of mass media which include broadcast (television and radio), print (broadsheets, magazines, social media, and other print collateral), and digital (emails, websites, blogs, and other internet-based media);
- b. Engage in CITEM's public and media relations activities intended for the promotion of Manila FAME such as but not limited to courtesy calls, launches, and press conferences, when invited;
- c. Participate in any designer's online panel discussions, talks, conferences, and webinars (if any) initiated by CITEM for the Manila FAME 2023.

**III. Report writing and other requirements:**

- a. Submit design concepts and/or any additional documents in support of payments made by CITEM; Submit photos and/or articles of promotion activities and online



events attended by the product specialist.

- b. Provide assessment and identify next steps by submitting a comprehensive post-event terminal report detailing delivered undertakings, observations, and recommendations for succeeding Manila FAME editions. The terminal report should be submitted no later than one month after the show; and
- c. Bear the cost/expenses and facilitate logistical requirements of the factory visits to the regions/provinces to conduct product development/selection for Manila FAME October 2023.

### PROGRAM OF ACTIVITIES

ACTIVITIES	TIMELINE
Submission of Proposed Theme/Concept	3 weeks after the signing of Job Order/Contract
Program Orientation and Initial Round of Visits/Consultations - One-on-one meetings with participating companies	April – June 2023
Sending of rendered/additional designs to the companies	May – July 2023
2 <sup>nd</sup> Round of Visits/Consultations Inspection of prototypes	
Home Fashion and Lifestyle Shoot	August
Ingress - Curation/ Visual Merchandising at the Manila FAME Special Setting	17 – 18 October 2023  <i>(Time of reporting to be agreed with assigned CITEM coordinator and EDD)</i>
Fair Proper - Supervision at the Manila FAME special setting	19 – 21 October 2023
Evaluation - Assessment and Next steps - Report-writing and submission	November 2023

### QUALIFICATIONS

Interested bidders can only bid on ONE (1) project of their choice and should undergo a Qualitative Evaluation, based on the parameters below. Prospective bidders who receive a passing score of 80 shall proceed with the financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post-qualification, if required.

Designer for Fashion	
QUALIFICATION	VALUE POINT
1. Should have a proven track record of at least 15 years of experience in fashion product design;  Document/s required: • Curriculum Vitae	Length of relevant experience (35 points) <ul style="list-style-type: none"> <li>15 years and more (35 points)</li> <li>14 - 10 years (25 points)</li> <li>9 - 5 years (15 points)</li> <li>below 5 years (5 points)</li> </ul>
2. Should have had experience as the Designer of a trade event/similar event that showcases fashion products;  Document/s required:	Trade event experience as a Product Designer (35 points) <ul style="list-style-type: none"> <li>10 events and above (35 points)</li> <li>9 events and below (25 points)</li> </ul>

<ul style="list-style-type: none"> <li>List of events/showcases for the last 5 years</li> <li>Designer's Portfolio of Product Designs</li> </ul>	
<p>3. Should be reputable and influential in the design community with no pending valid business or administrative complaint/s filed by third parties, or government agencies.</p> <p>Document/s required:</p> <ul style="list-style-type: none"> <li>Curriculum Vitae</li> <li>List of clients/partnerships/affiliates</li> <li>Features/articles in local or international publications (printed or online) for the last 5 years</li> </ul>	<p>Relevant contributions to the design community (e.g. publications, international speaking engagements, significant involvement in design/trade exhibitions) (30 points)</p>

### PERIOD OF ENGAGEMENT

The Product Design Specialist will be engaged from the signing of the Job Order/Contract to November 2023.

Mode of Procurement: Small Value Procurement

### BUDGET AND MODE OF PAYMENT

#### I. Professional Fee

Total budgetary requirements:

(MANILA FAME)

1 Product Designer for Fashion

PhP525,000 (inclusive of domestic travel expenses, and all applicable taxes)

#### II. Payment Schedule

Payment shall be made in the following schedule:

- 20% of the contract price - upon submission of the concept, theme, and product development direction and implementation method

**Deliverables:** Concept/Theme Proposal

- 30% of the contract price - upon submission of the preliminary product development designs to CITEM and participating companies

**Deliverables:** Design drawings/sketches for the assigned companies.

- 30% of the contract price - upon final consultation and inspection of prototypes of the companies.

**Deliverables:** Report of prototype progress per company

- 20% of the contract price - upon submission of Manila FAME October 2023 post-event evaluation report and photos of final products.

**Deliverables:** Submission of Manila FAME October 2023 post-event evaluation report and photos of final products.



**III. Corresponding Deductions/Penalties:**

Inability of the Product Designer/s to provide assistance to the approved number of companies engaged shall correspond to deductions from the total amount of payment. Total value of deduction will be computed based on the disparity between actual number of companies assisted and approved number of companies.

**IV. Incidental**

If the event is cancelled due to unforeseen circumstances or *force majeure*, the contract may be extended until the next event where the same approved concept shall be implemented, or the contract shall be paid pro-rated based on the accomplished deliverables stipulated in the terms of payment. Extension of contract shall not incur any additional payment to hired product designer.

Prepared by:

Christine Joy A. Alday  
SP-TIDS, OG1-SET

Reviewed/Noted by:

Marjo F. Evio  
OIC-DM, Operations Group 1

Recommending Approval:

Ma. Lourdes D. Mediran  
Deputy Executive Director

Approved by:

Dr. Edward L. Ferreira Ph. D.  
Executive Director



**PRODUCT DEVELOPMENT 2023  
PRODUCT DEVELOPMENT DESIGN SPECIALIST  
FOR FASHION – MANILA FAME**

SCOPE OF WORK	%	VALUE IN PHP FOR 2023
<p><b>Concept/Theme Proposal</b> Conceptualize and submit the proposed overall design theme/concept for the Manila FAME in October 2023 including the product design direction and implementation method for Fashion.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>● Submit and present the proposed overall design theme and concept for Fashion Product Development</li> </ul>	20%	105,000.00
<p><b>Product Development/Selection Program</b> Oversee the product development program of 15 participating companies for Manila FAME in October 2023 with a minimum of 6 new designs per company for Fashion.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>● Design drawings/sketches for the assigned companies.</li> <li>● Submit the preliminary product development designs</li> <li>● Conduct initial consultation through virtual and physical meetings and/or factory visits to provide product design and development direction.</li> <li>● Conduct initial prototype inspection through physical and virtual meetings and factory visits to review and evaluate product samples and prototypes.</li> <li>● Must physically curate the Design Commune in Manila FAME October 2023.</li> </ul>	30%	157,500.00
<p><b>Inspection of Prototype</b></p> <ul style="list-style-type: none"> <li>● Final prototype inspection to review developments in product samples and prototypes and to finalize collections for display at the Design Commune.</li> <li>● Submit report of prototype progress per company</li> </ul>	30%	157,500.00
<p><b>Brand Ambassadorship</b></p> <ul style="list-style-type: none"> <li>● Headline Manila FAME in local and international marketing and promotion initiatives</li> <li>● Engage in public and media relations activities intended for the promotion of Manila FAME such as but not limited to courtesy calls, launches, and press conferences, when invited</li> <li>● Participate in any designer's online panel discussions, talks, conferences, and webinars (if any) for the Manila FAME 2023</li> </ul>		
<p><b>Report writing and other requirements</b></p> <ul style="list-style-type: none"> <li>● Submit design concepts and/or any additional documents in support of payments made by CITEM; Submit photos and/or articles of promotion activities and online events attended.</li> <li>● Provide assessment and identify next steps by submitting a comprehensive post-event terminal report detailing delivered undertakings, observations, and recommendations for succeeding Manila FAME editions. The terminal report should be submitted no later than one month after the show; and</li> </ul>	20%	105,000.00

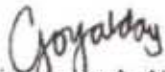
<ul style="list-style-type: none"> <li>Bear the cost/expenses and facilitate logistical requirements of the factory visits to the regions/provinces to conduct product development/selection for Manila FAME October 2023.</li> </ul>		
<b>TOTAL</b>	100%	PHP 525,000.00

Prepared by:

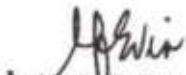
Reviewed/Noted by:

Recommending Approval:

Approved by:



Christine Joy A. Alday  
SP-TIDS, OG1-SET



Marjo F. Evio  
OIC-DM, Operations Group 1



Ma. Lourdes D. Mediran  
Deputy Executive Director



Dr. Edward L. Ferreira Ph. D.  
Executive Director