

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-2024-0040

**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 HOME AND LIGHTING OF  
MANILA FAME OCTOBER 2024**

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

Approved Budget for the Contract	: PHP 925,000.00
Pre-bid Conference	: 27 February 2024, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 01 March 2024, 05:00PM
Opening of Qualitative Evaluation Documents	: 01 March 2024, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 05 March 2024, 02:00PM

Conduct of Pre-bid Conference and Opening of Bids shall be held virtually thru 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 link will be released on the actual day of the procurement activity.

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 exercising a profession, 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:**
  - o **Proven track record/year of relevant experience in home & lighting product design.**
  - o **Relevant contributions to the design community such as speaking engagements, significant involvement in design/trade exhibitions, local and/or international for the last 5 years as supported by features/articles/publications printed or online.**
- ii. **List of events / showcases for the last five (5) years;**
- iii. **Design Specialist's Portfolio of Product Designs;**
- iv. **List of clients / partnerships / affiliates;**

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

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. 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 Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents 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

- |  |  |
|--|--|
| <input type="checkbox"/> Shopping with ABC of Php 50,001 and above | <input checked="" type="checkbox"/> Small Value Procurement with ABC of Php 50,001 and above |
| <input type="checkbox"/> Lease of Real Property and Venue          | <input type="checkbox"/> Others: _____   |

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

Date: 22 February 2024  
 RFQ No.: 2024-0040

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. **Bidders must state either "Comply" or "Not Comply" on the "compliance" column below.** 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).

Pre-bid Conference: <b>27 February 2024</b>	Time: <b>02:00PM</b>	Venue: <b>Zoom</b>
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <b>01 March 2024</b>	Time: <b>05:00PM</b>	
Schedule of Opening of Qualitative Evaluation Documents: <b>01 March 2024</b>	Time: <b>05:00PM</b>	
Schedule of Opening of Eligibility Documents and Financial Bid: <b>05 March 2024</b>	Time: <b>02:00PM</b>	Venue: <b>Zoom</b>

## HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR HOME AND LIGHTING OF MANILA FAME OCTOBER 2024

TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 925,000.00  
 (Please see attached Terms of Reference for more details.)

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT	COMPLIANCE
1	lot	<b>Design Fee of One (1) Product Designer</b> <u>ABC: PHP875,000.00</u>			
		<b>Identification and purchase of props/visual merchandise props</b> <u>ABC: PHP50,000.00</u> <i>(Subject of submission of receipts. Non-expendable items will be owned by CITEM and shall be turned over to the CITEM Property Unit)</i>			
		<b>TOTAL BID OFFER</b>			

**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 J. 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 HOME AND LIGHTING  
MANILA FAME OCTOBER 2024**

**I. BACKGROUND AND RATIONALE**

Manila FAME is the Philippines' premier trade show for quality home, fashion, and lifestyle products. Since 1983, it has been supporting and showcasing Philippine MSMEs and artisan communities from the home, fashion, and lifestyle sectors through various capacity-building efforts, collaborations with international design figures, and networking activities with buyers from around the world.

After 3 years, Manila FAME returned to the Trade Show Floor (with FAME+ as digital component) last October 2023 for its 40th "Ruby Anniversary". The 3-day event showcased familiar features of the physical show including company exhibits and the Design Commune special setting, serving as the culmination of the Product Development Program. Through this initiative, the companies were able to highlight their distinct processes, techniques, material differentiation and showcase them in the Design Commune at the heart of the trade show floor.

This initiative continues to address CITEM's thrust to innovate and push boundaries of product design. The newly developed products ensure the MSME's commitment to be globally competitive by meeting international standards. Implementing this initiative requires the services of a renowned product design specialist who will be able to develop a holistic product development approach, specifically for the home and lighting in consideration to the narratives for Manila FAME and insights on the target markets of Philippine home and lighting products in preparation for Manila FAME October 2024 edition.

**II. GENERAL OBJECTIVES**

1. To promote the Philippines as a 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 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.

**III. REQUIREMENTS**

1 Product Development Specialist for Home and Lighting for Manila FAME 2024

**IV. SCOPE OF WORK**

Manila FAME October 2024

**I. Product Development/ Selection Program**

1. Oversee the product development program of 25 participating companies for Manila FAME in October 2024 with a minimum of 6 new designs per company, with a total of 150 new designs.
2. Conduct 2 to 3 consultations 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 shoulder the personal travel (airfare and accommodation) expenses required for the visit, 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, and must physically curate, identify, and purchase props/visual merchandising props for the Manila FAME October 2024 Design Commune (home and lighting sector) setting. Must coordinate with CITEM Exhibition Design Division and, if necessary, the hired contractor for the construction of the design commune (Home and Lighting sector) and other set up requirements for the setting.
4. Develop specifically market-targeted capsule collections for participating companies. The products to be developed shall target overseas markets, particularly buyers from the US, Asia, and Europe markets being the consistent and biggest buyer arrivals of Manila FAME.

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 development specialist be unable to serve the sector/market they are assigned to due to unforeseen circumstances or force majeure, and other factors beyond their control (e.g. no applicants), he/she 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 will arise which will hinder the successful delivery of the project/s:

<b>Conditions</b>	<b>Actions</b>	<b>Remarks</b>
1. No applicants	Cancelled 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 product design specialist 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 product design specialist’s 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 product design specialist does not meet the minimum no. of companies to be served	CITEM will compensate the product design specialist based on the actual number of companies they served.	<p>For example: Total rate for 25 companies:</p> <p><b>Bidded amount ÷ 25 companies</b></p> <p>If the product design specialist was only able to serve 20 companies, he/she is entitled to the payment of</p> <p><b>(Bidded amount ÷ 25 companies) x 20 companies</b></p>
4. If the product design specialist does not meet the minimum number of new product designs per company	CITEM will compensate the product design specialist based on the actual number of companies served and the actual number of product designs he/she developed	<p>For example:</p> <p>Total rate per company computation:</p> <p><b><u>Bidded amount ÷ 25 companies</u></b> <b>6 designs minimum (per company)</b></p>

6. Should there be a need for assistance in the curation of product photos in the “Design Commune” tab of the FAME+ website, the product design specialist should provide guidance and instructional materials to the CITEM Communication and Creative Services Department.

## 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 such as 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 designers' online panel discussions, talks, conferences, and webinars (if any) initiated by CITEM for Manila FAME 2024.

**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 Design Specialist.
- b. Provide assessment and identify next steps by submitting a 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.

**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 2024
Sending of rendered/additional designs to the companies	
2 <sup>nd</sup> Round of Visits/Consultations and Inspection of prototype progress	July – September 2024
Ingress - Curation/ Visual Merchandising at the Manila FAME Special Setting	16 October 2024 <i>(Time of reporting to be agreed with assigned CITEM coordinator/EDD)</i>
Fair Proper - Supervision at the Manila FAME special setting - Home, Fashion, and Lifestyle Shoot	17 – 19 October 2024
Evaluation - Assessment and Next steps - Report-writing and submission	November 2024

**QUALIFICATIONS**

Interested bidders should undergo a Qualitative Evaluation, based on the parameters below. Prospective bidders who receive a passing score of **80 points** 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.

Product Design Specialist for Home and Lighting	
QUALIFICATION	VALUE POINT
<p>1. Should have a proven track record of at least 15 years of experience in home &amp; lighting product design;</p> <p>Document/s required:</p> <ul style="list-style-type: none"> <li>● Curriculum Vitae</li> </ul>	<p>Length of relevant experience (35 points)</p> <ul style="list-style-type: none"> <li>● 15 years and more (35 points)</li> <li>● 10 - 14 years (25 points)</li> <li>● 5 - 9 years (15 points)</li> <li>● Below 5 years (5 points)</li> </ul>
<p>2. Should have had experience as the Designer in a trade event/similar event that showcases home and lighting products;</p> <p>Document/s required:</p> <ul style="list-style-type: none"> <li>● List of events/showcases for the last 5 years</li> <li>● Design Specialist's Portfolio of Product Designs</li> </ul>	<p>Trade event experience as a Product Designer (35 points)</p> <ul style="list-style-type: none"> <li>● 10 events and above (35 points)</li> <li>● 9 events and below (25 points)</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 and/or international publications (printed or online) for the last 5 years</li> <li>● Relevant contributions to the design community such as speaking engagements, significant involvement in design/trade exhibitions, local and/or international for the last 5 years supported by features/articles/publications printed or online.</li> </ul>	<p>(30 points)</p>

### **PERIOD OF ENGAGEMENT**

The Product Design Specialist will be engaged from the signing of the Job Order/Contract to November 2024.

Mode of Procurement: Small Value Procurement

### **BUDGET AND MODE OF PAYMENT**

#### **I. Professional Fee**

Design Fee of 1 Product Designer for Home and Lighting	PhP 875,000
Identification and purchase of props/Visual Merchandise Props	PhP 50,000 (subject to submission of receipts. Non-expendable items will be owned by CITEM and turned over to the CITEM Property Unit)
Total Budgetary Requirements	PhP 925,000 ( <u>inclusive</u> of domestic travel expenses, props needed for virtual merchandising/curation and all applicable taxes)

## II. Payment Schedule

Payment shall be made in the following schedule:

- 30% - upon submission of the concept, theme, design direction, and workplan to CITEM.  
**Deliverables:** Concept/Theme and Workplan Proposal
- 30% - upon submission of preliminary product development designs to CITEM and the participating companies  
**Deliverables:** Initial Design drawings/sketches for the assigned companies
- 30% - upon submission of the prototype progress report of each participating company  
**Deliverables:** Photo documentation of the prototypes progress and/or prototype/s developed
- 10% - upon on-site curation in Manila FAME and submission of Manila FAME October 2024 post-event evaluation report  
**Deliverables:** Submission of Manila FAME October 2024 post-event evaluation report including photo documentation of curated setting.



### III. Corresponding Deductions/Penalties:

Inability of the Product Design Specialist 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 prorated based on the accomplished deliverables stipulated in the terms of payment. Extension of contract shall not incur any additional payment to hired Product Design Specialist.

Prepared by:




Alfred Gaines P. Antonio  
STIDS OG1 SET *gt*

Noted by:



Marjo F. Evio  
OIC DM-OG1

Recommending Approval:



Ma. Lourdes B. Mediran  
Deputy Executive Director

Approved by:



Dr. Edward L. Ferreira, PhD.  
Executive Director