

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-2024-0041

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 ARTISAN VILLAGE 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 760,000.00
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. 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 product design.**
 - o **Relevant contributions to the design community, supported by engagements, features/articles in local or international publications (printed or online) on design trade exhibitions for the last 5 years.**
- ii. **List of events / showcases for the last five (5) years**
- iii. **Designer'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. A password protection may be 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.



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

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 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.: 2024-0041

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.

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

HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR ARTISAN VILLAGE OF MANILA FAME OCTOBER 2024

TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 760,000.00
(Please see attached Terms of Reference for more details.)

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT	COMPLIANCE
1	lot	Design Fee of One (1) Product Design Specialist ABC: PHP710,000.00			
		Purchase of Props/Materials for Visual Merchandising ABC: PHP50,000.00 <i>(Subject of submission of receipts and non-expendable items must be turned over to CITEM upon egress)</i>			
		TOTAL BID OFFER			

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 Artisans Village-Manila FAME October 2024

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 feature, notably, the event staple – the Artisans Village. Through this program, the handicraft sectors of regional MSMEs were able to showcase their pieces borne out of the technical assistance such as a series of product development sessions, capacity-building, and digital marketing provided by CITEM. Since its inception in 2015, it was able to feature 35 pavilions and 345 MSMEs.

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

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 the latest international market trends and demands; and
4. To showcase, elevate, and diversify artisan pieces/craftsmanship of our regional exhibitors, thus, developing a solid foundation and appreciation of the value of product design as a tool for global trade competitiveness.

REQUIREMENTS

1 Product Design Specialist for Artisans Village – Manila FAME October 2024

SCOPE OF WORK

Manila FAME October 2024

I. Product Development Program

1. Oversee the product development program of 4 Artisans Village participants (consisting of 10 MSME each – est.) for Manila FAME in October 2024 with a minimum of at least 3 new designs per company, or a total of 120 new designs.
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 shoulder the personal travel expenses (airfare and accommodation) required for the visits, 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 provide assistance/guidance on the virtual merchandising (including the identification, purchase, and inventory of props needed for curation) of the developed pieces in their respective Artisan Village pavilions for Manila FAME October 2024.
4. Develop specifically, market-targeted capsule collections for each participating company. The products to be developed shall target overseas markets, particularly from the US, Europe, and Asia Markets, being the consistent and biggest buyer arrivals of Manila FAME

Likewise, products developed targeting particular markets may be showcased as standalone collections should any of the participating companies also join overseas trade shows.

5. Should the product design 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), 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 design specialist should there be any unforeseen circumstances that will arise which will 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 design specialist and release him/her from the contract.
2. If CITEM does not meet the target no. of companies	CITEM may allow the design specialist to provide design services to participants from a different market/sector to meet their own targets, as long as the other designer's deliverables shall not be affected.	Rates of professional fees shall remain constant and will not increase/decrease whether he/she are serving different sectors/markets.
3. If the Design specialist does not meet the minimum no. of companies to be served	CITEM will compensate the design specialist based on the actual number of companies he/she served.	For example: Total rate for 40 companies <u>Bidded amount</u> 40 companies If the product design specialist was only able to serve 30 companies: <u>Bidded amount</u> X 30 companies 40 companies
4. If the Design specialist does not meet the minimum number of new products per company	CITEM will compensate the design specialist based on the actual number of companies he/she served and the actual number of product designs he/she developed	For example: Total rate per company computation <u>Bidded amount</u> ÷ 3 designs 40 companies (minimum per company)

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 designer's online panel discussions, talks, conferences, and webinars (if any) initiated by CITEM for Manila FAME October 2024.

III. Report writing and other requirements:

- a. Submit design concepts and/or any additional documents in support of payments made by CITEM.

- b. Provide assessment and identify next steps by submitting a Post-Event Terminal Report detailing delivered undertakings (with photos and/or articles from promotion activities attended), 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	2 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 nd Round of Visits/Consultations	July – September 2024
Prototype Inspection	
Ingress - Curation/ Visual Merchandising at the Manila FAME Artisans Village Pavilions	16 October 2024
Fair Proper - Supervision at the Manila FAME special setting - Home, Fashion, and Lifestyle Shoot (Still Photography)	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 received a passing score of **80 points** shall proceed with financial bid. The lowest calculated and most responsive bidder shall be declared as the winner of the contract, subject to post-qualification, if required.

DESIGNER FOR ARTISANS VILLAGE	
QUALIFICATION	VALUE POINT
1. Should have a proven track record of at least five (5) years of experience in product design Document/s required: <ul style="list-style-type: none"> Curriculum Vitae 	Length of relevant experience (35 points) <ul style="list-style-type: none"> Six (06) – Ten (10) years (35 points) Four (04) – Five (05) years (25 points) At least Three (3) years (15 points)
2. Should have had experience as the Product design specialist in a trade event/similar event (local and/or international) that showcases home, fashion, and lifestyle products; Document/s required: <ul style="list-style-type: none"> List of events/showcases for the 	Trade event experience as a Product Design Specialist (35 points) <ul style="list-style-type: none"> Six (6) or more events (35 points) At least five (5) events (25 points) Three (3) to Four (4) events and below (15 points)

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

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

Budgetary Requirements:

1 Product Design Specialist for AV (Design Fee)	-	PHP 710,000.00
Purchase of Props/Materials for Visual Merchandising	-	PHP 50,000.00 (Subject to submission of receipts and non-expendable items must be turned over to CITEM upon egress)

Total Budgetary Requirements PhP 760,000 (inclusive of domestic travel expenses, props needed for virtual merchandising/curation and all applicable taxes)

II. Payment Schedule

- 30% - upon submission of the concept/theme, design direction and workplan.

Deliverables: Concept/Theme Proposal, including the design direction and workplan

- 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 as well as virtual merchandising/curation during Manila FAME 2024.

Deliverables: Documentation of the meetings and photos of the prototype progress and/or prototype/s developed as well as the assistance/guidance on the virtual merchandising/curation of the Artisans Village Pavilions in Manila FAME 2024.

- 10% - upon submission of Manila FAME October 2024 post-event evaluation report.

Deliverables: Submission of Manila FAME October 2024 post-event evaluation report.

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 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 design specialist.

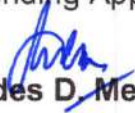
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OIC DM, Operations Group 1

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