

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-2024-0120

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 CREATIVE DIRECTOR FOR MANILA FAME 2024

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

Approved Budget for the Contract	: PHP 600,000.00
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 08 July 2024, 05:00PM
Opening of Qualitative Evaluation Documents	: 08 July 2024, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 09 July 2024, 02:00PM

Conduct of 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 / Profile

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. 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.


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

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

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

Date: 04 July 2024
 RFQ No.: 2024-0120

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.

<i>Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents:</i> 08 July 2024	<i>Time:</i> 05:00PM
<i>Schedule of Opening of Qualitative Evaluation Documents:</i> 08 July 2024	<i>Time:</i> 05:00PM
<i>Schedule of Opening of Eligibility Documents and Financial Bid:</i> 09 July 2024	<i>Time:</i> 02:00PM <i>Venue:</i> Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	pax	<p>HIRING OF CREATIVE DIRECTOR FOR MANILA FAME 2024</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 600,000.00</u></p> <p><u><i>(Please see attached Terms of Reference for more details.)</i></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: _____

I. Exhibit Info and Background

Title	Manila FAME 2024
Venue	World Trade Center Metro Manila
Date	17-19 October 2024
Time	9:00 AM – 6:00 PM

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 through capacity-building efforts, collaboration with design figures, and networking activities with buyers from around the world.

II. Rationale

Manila FAME is not as large as other competitor Asian trade shows are, but it has been, and continues to be, the show that delights its visitors with its arresting special settings, attractive booths, and interactive showcases.

After the successful return of Manila FAME on the trade show floor in 2023, there is a need to sustain the gains and positive response from stakeholders, particularly on how elegant the comeback show was. There is a need to clearly differentiate Manila FAME in the ever-increasing competitive trade show circuit and to remain relevant to buyers, exhibitors, and visitors.

As such, there is a need to hire a Creative Director who will oversee and provide directions to ensure that Manila FAME lives up to its value, artistic class, and brand identity as premier trade show.

III. Objectives of the TOR

1. To enumerate the scope of responsibility of the Creative Director;
2. To identify the qualifications of the Creative Director and define the selection process in choosing the Creative Director.

IV. Scope of Responsibility

1. Provide directions in space planning, including placement of booths, show features, and special events, in order to weave a cohesive look for the different physical elements;
2. Conceptualize the special areas allocated for: (a) sustainable products, (b) materials & components, and (c) “nostalgic/iconic” products. Help craft a name and choose products to be included in these show features and guide visual merchandisers in the set-up;

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3. Sit as advisory committee member for booth allocation/assignment;
4. Comment on the environmental signages and other areas (katha setting, merchandise area, etc);
5. Submit observation and recommendations report.

V. Mode of Procurement

Mode of Procurement: Small Value Procurement. Interested bidder/s will undergo Qualitative Evaluation, based on the parameters below. Only those with TWG score of at least **90 points** will proceed to the opening of financial bid. The contract shall be awarded to the lowest calculated and most responsive bidder

Qualitative Evaluation:

<p>Track record working in the home, furniture and fashion industry as creative consultant, creative director, event curator, product specialist</p> <ul style="list-style-type: none"> • More than 20 years - 40 • 10-19 years - 30 • 5-9 years - 20 • 1-4 years - 10 • None - 0 <p>Document required: CV/Profile</p>	40 points
<p>Experience as creative director in home, furniture and fashion international trade shows held in Manila</p> <ul style="list-style-type: none"> • At least 5 shows - 30 • 2-4 shows - 20 • 1 show - 10 • None - 0 <p>Document required: CV/Profile</p>	30 points
<p>Experience as creative director in overseas trade fair participations for home, furniture and fashion</p> <ul style="list-style-type: none"> • At least 20 shows - 30 • 10-19 shows - 20 • 1-9 shows - 10 • None - 0 <p>Document required: CV/Profile</p>	30 points
TOTAL	100 points

VI. Budget and Mode of Payment

Total budget is Php 600,000.00 inclusive of applicable taxes, with the following mode of payment:

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- 40% - upon submission of concepts for the three (3) show features: (a) sustainable products; (b) materials & components; (c) "iconic/nostalgic" products
Deliverable: Concept/Initial drawings / Deadline: 2 weeks after approval of J.O.
NOTE: If initial concept is disapproved, a second deadline will be given 5 days after disapproval. If concept is rejected, the contact will be cancelled.
- 50% - upon submission of Progress Report
Deliverable: Progress report on space planning, booth allocation, show features /
Deadline : 2nd week of September 2024
- 10% - upon submission of Observation and Recommendations Report
Deliverable: Report / Deadline : On or before 30 October 2024

VII. Period of Engagement

The Creative Director will be engaged from the signing of Job Order to 30 October 2024.

Prepared by:

A handwritten signature in black ink, appearing to read "Marjo F. Evio".

Marjo F. Evio
OIC-Department Manager
Operations Group 1

Recommending Approval:

A handwritten signature in blue ink, appearing to read "Ma. Lourdes D. Mediran".

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

A handwritten signature in black ink, appearing to read "Leah P. Ocampo".

Leah P. Ocampo
Executive Director