

**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-2019-0284**

**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 the requirement:

**'HIRING OF FIVE (5) KITCHEN ASSISTANTS FOR CHINESE  
INTERNATIONAL IMPORT EXPO COOKING DEMO**

**Qualifications:**

1. Must be endorsed / prescribed by PTIC – Shanghai
2. Must have at least 2 years work experience in China, such as but not limited to food preparation, cooking, guest relations, etc.
3. Should be fluent in Chinese and English
4. Uniform should include white shirt, apron, and pants

**Requirement:**

1. Curriculum Vitae or Resume indicating experience in cooking industry

***NOTE: Contract will be awarded to the five (5) lowest calculated bidders***

***Approved Budget: PHP 150,000.00 (RMB 800.00 / day per assistant)***

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



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

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

Date: 25-Oct-19  
 RFQ No: 2019-0284

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 and submitted to CITEM BAC.

Schedule of Opening of Bids: 29 October 2019 Venue: Meeting Room 1 Time: 2:00 PM

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
5	pax	<b>HIRING OF KITCHEN ASSISTANTS FOR CHINESE INTERNATIONAL IMPORT EXPO COOKING DEMO</b>		
		<u>Qualifications:</u>		
		1. Must be endorsed / prescribed by PTIC - Shanghai		
		2. Must have at least 2 years work experience in China, such as but not limited to food preparation, cooking, guest relations, etc.		
		3. Should be fluent in Chinese and English		
		4. Uniform should include white shirt, apron, and pants		
		<u>Requirement:</u>		
		1. Curriculum Vitae or Resume indicating experience in cooking industry		
		<b>Please see attached Terms of Reference for more details.</b>		
		NOTE: Contract will be awarded to the five (5) lowest calculated bidders		
		Approved Budget : PHP 150,000.00 (RMB 800.00 / day per assistant)		
		Deadline of Submission of Quotation is on 28 October 2019, 5:00PM		

**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 the Purchaser and Supplier.
- 3.) Any alterations, erasures or overwritings 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): \_\_\_\_\_

**TERMS OF REFERENCE**  
**Hiring of Kitchen Assistants for CIIE 2019**  
**5-10 November 2019**  
**Shanghai, China**

**I. Background and Rationale:**

The Center for International Trade Expositions and Missions (CITEM) will be participating the China International Import Expo on 5-10 November 2019 at the National Exhibition and Convention Center in Shanghai, China.

China International Import Expo 2019 is an import-only trade event and is a significant initiative of President Xi Jinping to open their market to the world while supporting trade liberalization and economic globalization. Moreover, this aims to address trade deficits of countries conducting business with China. The 450-sqm Philippine pavilion will feature 32 food companies that will showcase premier Philippine food products for the China health and wellness market.

A cooking demonstration will be conducted during the fair to showcase the food and/or ingredients of the Philippines, the menu to be prepared daily by the Chef and his/her assistants will be for 300-600 visitors of the Philippine pavilion. In line with this, the services of **Five (5) Kitchen Assistants** are required to assist the onsite Chef.

**II. Objective:**

To assist the onsite Chef for the cooking demonstration in the Philippine pavilion.

**III. Requirements:**

DATE	DAYS	TIME	NO. OF ASSISTANTS	800RMB/day per assistant
Nov 4	1	8 hours	1	
Nov 5-8	4	8 hours	5	
Nov 9	1	8 hours	3	
Nov 10	0.5	4 hours	2	

*\*Note: one dedicated assistant will be assigned to assist the chef in sourcing of ingredients and lead in transporting ingredients from the hotel to the venue and vice-versa.*

**IV. Scope of Work:**

DATE	DAYS	TIME	NO. OF ASSISTANTS	SPECIFIC TASK PER DAY
Nov 4	1	8 hours	1	To assist the chef to source ingredients and prepare ingredients for Opening
Nov 5-8	4	8 hours	5	Chef 1 – To assist in plating Chef 2 – To handle washing of utensils and other kitchen equipment Chef 3 – To distribute food items/samples Chef 4 – to assist chef in preparing ingredients Chef 5 – to purchase necessary ingredients and conduct other tasks as needed
Nov 9	1	8 hours	3	Chef 1 – To assist chef in preparing ingredients and plating Chef 2 – To handle washing of utensils and other kitchen equipment Chef 3 – to purchase necessary ingredients and distribute food items/samples and



				conduct other tasks as needed
Nov 10	0.5	4 hours	2	Chef 1 – To assist chef in preparing ingredients and plating Chef 2 – To handle washing of utensils and other kitchen equipment

- To assist the chef in sourcing ingredients for the cooking demo;
- Support in the food preparation before and during the actual demo;
- Handle washing of utensils and applicable equipment;
- Dismantle and pack equipment before and after use;
- Distribute the food samples to visitors in the Philippine Pavilion; and
- Provide other assistance needed by the Chef.

**V. Qualifications:**

- Must be endorsed/prescribed by PTIC-Shanghai;
- Must have at least 2 years work experience in China in areas, such as but not limited to food preparation, cooking, guest relations etc.
- Should be fluent in Chinese and English
- Uniform should include white shirt, apron and pants.

**VI. Documentary requirements:**

- Profile of Assistants (such as but not limited to: curriculum vitae or resume) stating experience in the kitchen and/or restaurant service.
- If formal kitchen experience is not available, experience in home cooking is accepted (at least 2 years).

**VII. CITEM Undertaking:**

- Provide badges and conduct pre-event briefing;
- Pay the Kitchen assistants immediately after the show upon issuance of certificate of satisfactory services rendered by the end-user.

**VIII. Others**

- Meals to be shouldered by the assistants;
- Must wear kitchen uniform during the daily sampling/cooking demo (white shirt, pants and apron).

**IX. Budget**


Approved budget is Php 150,000 or USD 2,884.62 for five (5) Kitchen Assistants for the whole duration of the show, inclusive of all taxes.

\*(USD 1 = Php 52)

Prepared by:

  
**PETER G. TAPANG**  
STIDS

Recommending Approval:

  
**ROWENA G. MENDOZA**  
Division Chief, OG2 – Signature  
Fairs

Approved by:

  
**MA. LOURDES D. MEDIRAN**  
Deputy Executive Director

