

**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-2020-0098**

**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 DTCP OCTOBER 2020**

*(Please see attached Terms of Reference for more details.)*

|   |   |
|---|---|
| Approved Budget   | : <b>PHP 356,250.00</b>                       |
| Pre-Bid Conference  | : <b>01 September 2020, Tuesday, 02:00PM</b>  |
| Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents | : <b>04 September 2020, Friday, 05:00PM</b>   |
| Opening of Bids   | : <b>10 September 2020, Thursday, 02:00PM</b> |

The *Pre-Bid Conference and Opening of Bids* will be held via Microsoft Teams or Zoom which shall be open to prospective bidders. Please contact the BAC Secretariat through email for the link of the Video Conference meeting. Moreover, the *Notice of Award* shall only be issued to the lowest calculated 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**
- 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. Notarized Omnibus Sworn Statement**
- 4. 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)*

- Curriculum Vitae or Company Profile** that includes the following:
  - Portfolio of minimum five (5) product designs;
  - List of events/showcases; and
  - Features/articles in local and international publications

Bidders are encouraged to submit these documents to the BAC Secretariat online at [citembac@citem.com.ph](mailto:citembac@citem.com.ph) or at CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed an hour before the date and time of the Opening of Bids indicated above.

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



## 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 : \_\_\_\_\_

Date: 24-Aug-2020

RFQ No: 2020-0098

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

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 submitted to CITEM BAC or in a compressed folder submitted at citembac@citem.comm.ph.

|                                 |                   |       |        |        |                        |
|---------------------------------|-------------------|-------|--------|--------|------------------------|
| Schedule of Pre-Bid Conference: | 01 September 2020 | Time: | 2:00PM | Venue: | Microsoft Teams / Zoom |
| Schedule of Opening of Bids:    | 10 September 2020 | Time: | 2:00PM | Venue: | Microsoft Teams / Zoom |

| QUANTITY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION  | UNIT PRICE | AMOUNT |
|----------|------|---|------------|--------|
|          |      | <b>HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST OF FASHION - MANILA FAME DIGITAL TRADE COMMUNITY PLATFORM (DTCP) OCTOBER 2020</b>                            |            |        |
|          |      | <i>Please see attached Terms of Reference for more detailed requirements and scope of responsibility.</i>   |            |        |
|          |      | <b>APPROVED BUDGET FOR THE CONTRACT : PHP 356,250.00</b>  |            |        |
|          |      | <b>DEADLINE FOR SUBMISSION OF ELIGIBILITY DOCUMENTS, FINANCIAL BID AND DOCUMENTARY REQUIREMENTS FOR THE QUALITATIVE EVALUATION : 04 September 2020, 05:00PM</b> |            |        |
|          |      |   |            |        |
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**Terms and Condition:**

- Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
- Bid price must be **Inclusive of Value Added Tax**.
- Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 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

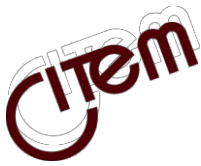
TO: CITEM Bids and Awards Committee:

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) \_\_\_\_\_  
 E-mail: \_\_\_\_\_



## **TERMS OF REFERENCE**

### **Hiring of Product Development Design Specialist for Fashion – Manila FAME Digital Trade Community Platform (DTCP) October 2020**

#### **RATIONALE**

For more than three decades, the Center for International Trade Expositions and Missions (CITEM), through its signature event, Manila FAME, has nurtured and promoted Philippine creative manufacturers and producers in the global market. Through this, CITEM has established the country's image as the premier destination for quality export products and services. It continues to set the highest standards of creativity, excellence, and innovation to achieve export competitiveness in the international market.

Anchoring on its mandate to develop, nurture, and promote globally-competitive small and medium enterprises (SMEs), exporters, designers, and manufacturers, CITEM envisions to be a globally-recognized export promotion authority that is well-reputed for bringing the best the Philippines has to offer.

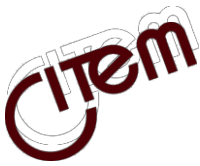
To achieve this vision, CITEM has decided to incorporate a more inclusive growth framework for SMEs through I CaRe: Innovate. Capacitate. Resonate., where CITEM aims to champion innovation through capability building programs for stakeholders, equip SMEs with the right skills and tools to succeed in the international market, and be relevant to its stakeholders.

This October 2020, CITEM will launch the Manila FAME Digital Trade Community Platform (DTCP), an online community where exhibitors, trade buyers and stakeholders can come together, communicate, transact, promote, gain business and design insights, and be inspired with a wealth of information on Filipino Craftmanship. The Manila FAME DTCP will feature the top 100 export brands and companies from the home, fashion, holiday, and gifts sector, continuing its goal as the sourcing destination for quality export products in the Philippines.

In this regard, the Manila FAME DTCP will require the services of a design expert from the fashion sector who will be able to develop a cohesive and fashion-forward product collection that will meet the requirements of the sector's target market.

#### **GENERAL OBJECTIVES**

1. To promote the Philippines' as the leading source of high-quality and fashion-forward products;
2. To ensure that Manila FAME remains innovative and attuned to the latest international market trends and demands in the fashion industry while remaining to be the world's window to Philippine creative design and talent as craft and manufacturing capabilities;
3. To present local and international fashion buyers with a broader and more cohesive collection of new fashion products;
4. To develop among our exhibitors a strong foundation and appreciation of the value of product design as tool for global trade competitiveness;
5. To create a platform that will nurture collaboration between designers and manufacturers.
6. To sustain presence of the Manila FAME fashion industry stakeholders to the global market amid the Covid19 pandemic and retain relevance throughout these challenging times.



## REQUIREMENTS

1 Product Development Design Specialist for Fashion

## SCOPE OF WORK

### A. Product Development/Selection Program

1. Conduct 2-3 consultation meetings regarding product development/enhancement/selection/mix to each participating company within the work calendar/engagement and through the appropriate CITEM coordinator.
2. Oversee the product development program of *\*10 – 15 fashion companies* in the Manila FAME DTCP with each company to develop a *minimum of 6 new products* from the product development.  
*\*Target no. of companies: 15*  
*Minimum no. of companies: 10*
3. Lead the creative collaboration between each company through virtual/online or face to face meetings (if possible):
  - a. Initial consultation meeting to provide product design and development direction;
  - b. Initial prototype-inspection to review and evaluate product samples and prototypes; *and*
  - c. Final prototype-inspection to review developments in product samples and prototypes and to finalize collections for presentation at the Manila FAME DTCP special setting;
4. Provide assessment and identify next steps by submitting a comprehensive post-event terminal report detailing delivered undertakings, observations, and recommendations for succeeding Manila FAME DTCP events. The terminal report should be submitted no later than one month after the show.

### B. Brand Ambassadorship

1. Uphold the image of Philippine design and craftsmanship among local and international buyers as well as other partners and stakeholders both from public and private sectors.
2. Headline Manila FAME DTCP in local and international marketing and promotion initiatives which includes features, interviews, and portraits for digital media such as emails, websites, blogs, and other internet-based media.
3. Engage in public and media relations activities intended for the promotion of Manila FAME DTCP such as but are not limited to courtesy calls, press interviews, and/or conferences.
4. Participate in designer's online panel discussions, talks, conferences and webinars (if any) for the Manila FAME DTCP.
5. Submit photos and/or articles of promotion activities and online events attended.

### C. Other Requirements

1. Submit design concepts and/or any additional online documents/files such as digital/scanned sketches, PowerPoint presentations, demo video recordings, screenshots or recording of virtual meetings via zoom, skype, and other video/call conferencing apps in support of payments made by CITEM.



2. Enter into a separate agreement with companies regarding intellectual property, ownership, royalties and/or other special agreements of the products developed; Will not hold CITEM responsible for any issue that may arise pertaining to agreements with companies regarding intellectual property, ownership, royalties and/or other special agreements.

| <b>PROGRAM OF ACTIVITIES</b>   |                                   |
|--|-----------------------------------|
| <b>ACTIVITY</b>  | <b>DATE</b>                       |
| Initial round of product development consultations – one-on-one online meetings with participating companies   | September 2020                    |
| Sending of rendered/additional designs to the companies  |                                   |
| Final round of online product development consultation meetings<br>- Final inspection of prototypes<br>- Line review   | 1 <sup>st</sup> week October 2020 |
| Product Pictorial for the Manila FAME DTCP   |                                   |
| Manila FAME DTCP Event Proper<br>- Participate in designer’s online panel discussions, talks, conferences and webinars<br>- Attend online press interviews and/or conferences as warranted | 15 October 2020                   |
| Evaluation<br>- Evaluation/assessment and next steps<br>- Report-writing and submission  | November 2020                     |

**QUALIFICATIONS**

1. Should have a proven track record of at least 10 years of experience in fashion product design;
2. Should have had experience in a trade event / similar event that showcases fashion products;
3. Should be influential in the fashion community; *and*
4. Must have no pending valid business or administrative complaint/s filed by third parties, or government agencies.

**EVALUATION BY THE TECHNICAL WORKING GROUP**

The appointed TWG shall conduct a required Qualitative Evaluation based on parameters with corresponding assigned points to ensure the quality of competence of the prospective bidder.

Only the Bidder with a minimum score of at least **80 points**, shall be considered for the financial bid. The lowest bidder shall be awarded the contract.

| <b>Criteria</b>   | <b>Required Documents</b>   | <b>Value Point</b> |
|---|---|--------------------|
| Relevant experience in fashion product design:<br>Length of relevant experience: <ul style="list-style-type: none"> <li>○ 10 years and more (35 points)</li> <li>○ 9 years (30 points)</li> <li>○ 8 – 5 years (25 points)</li> <li>○ below 5 years (20 points)</li> </ul> | Curriculum vitae or company profile with portfolio of minimum 5 product designs | 35 points          |



|   |  |                   |
|---|--|-------------------|
| Should have had experience in an international trade show and/or similar event that showcases fashion products: <ul style="list-style-type: none"> <li>o 10 events and above (35 points)</li> <li>o 9 events and below (25 points)</li> </ul>   | Curriculum vitae or company profile with list of events/showcases                            | 35 points         |
| Reputation, influence, and impact in the fashion community <ul style="list-style-type: none"> <li>o Past and current relationship/industry affiliations with key players/ influential personalities as well as exposure through publications (15 points)</li> <li>o Relevant contributions to the fashion community (e.g. publications, international speaking engagements, significant involvement in design/trade exhibitions) (15 points)</li> </ul> | Curriculum vitae or company profile features/articles in local or international publications | 30 points         |
| <b>TOTAL</b>  |  | <b>100 points</b> |

**PERIOD OF ENGAGEMENT**

The Product Development Design Specialist for Fashion will be engaged from the date of Notice of Award to November 2020.

**BUDGET AND MODE OF PAYMENT**

**I. Professional Fee**

Budget for hiring services of the Product Development Design Specialist for fashion is **PhP356,250.00 inclusive of all taxes** to be charged to CITEM budget for Manila FAME October 2020.

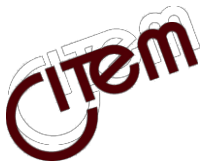
Payment shall be made on the following schedule:

- 50% - upon submission of the preliminary product development designs for the assigned fashion companies of Manila FAME DTCP October 2020.  
**Deliverables:** Submission of the product development designs for the assigned fashion companies of Manila FAME DTCP October 2020.
- 50% - upon submission of Manila FAME DTCP October 2020 post-event evaluation report and photos of final products.  
**Deliverables:** submission of Manila FAME DTCP October 2020 post-event evaluation report and photos of final products.

**II. Corresponding Deductions/Penalties**

The Product Development Design Specialist to be engaged shall be given corresponding deductions from the total amount of payment should the design specialist be unable to deliver his/her undertakings:

| Particulars   | Deduction   |
|---|---|
| Inability of Product Development Design Specialist to provide assistance to the approved number of companies. | Total value of deduction shall be computed based on the disparity between actual number of companies assisted and approved number of companies. |



**III. Incidental**

If the event is cancelled due of 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. Extensions of contract shall not incur any additional payment to the hired Product Development Design Specialist.

Prepared by:

**Faye G. Hall**

TIDA, Signature Events Team  
Operations Group 1

Noted by:

**Marjo F. Evio**

Division Chief  
Operations Group 1

Recommending Approval:

**Atty. Anna Grace I. Marpuri**

OIC-DM, Operations Group 1

Approved by:

**PAULINA SUACO JUAN**

Executive Director