

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-2022-0149

**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:

**HIRING OF MANPOWER SERVICES FOR THE PHILIPPINE
PARTICIPATION IN CHINA INTERNATIONAL IMPORT EXPO
(CIIE) 2022**

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

Approved Budget of the Contract: PHP 130,200.00 or USD 2,100.00

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.



ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-BAC



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: 28 October 2022

Company Name: _____

RFQ No.: 2022-0149

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 OR compressed folder and submitted to CITEM BAC.

Deadline of Submission of Financial Bid and Qualitative Evaluation Documents: 02 November 2022	Time: 12:00PM
Schedule of Opening of Qualitative Evaluation Documents: 02 November 2022	Time: 12:00PM
Schedule of Opening of Bids: 03 November 2022	Time: 02:00PM Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">HIRING OF MANPOWER SERVICES FOR THE PHILIPPINE PARTICIPATION IN CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2022</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 130,200.00 or USD 2,100.00</u></p>		
		<p>Two (2) Visual Merchandisers Budget: USD 250.00 per pax * 2 days * 2 Pax Service Duration: 4th – 5th of November 2022, 08:00AM – 06:00PM</p>		
		<p>One (1) Photographer Budget: USD 200.00 per pax * 2 days * 1 Pax Service Duration: 6th – 7th of November 2022, 08:00AM – 06:00PM</p>		
		<p>Two (2) Cleaners / Helpers / Sanitizer Budget: USD 50.00 per pax * 7 days * 2 Pax Service Duration: 4th – 10th of November 2022, 08:00AM – 06:00PM Requirements: 1. Alcohol pumps (2 pcs of 1000ml isopropyl 70% alcohol / refillable pumps) 2. Free face masks (2 boxes of 2 or 3 ply with 50 pcs per box)</p>		
		<p><u>Submit below documents for Qualitative Evaluation:</u></p> <ol style="list-style-type: none"> Portfolio indicating work experiences and expertise as a Service Provider with attachment/s such as: Certification/ Identification badge or Business registration (whichever is available) Curriculum Vitae / Portfolio indicating relevant work experiences and expertise of the team List and pictures of the equipment required for all display ideas that can be beneficial instore. <p style="text-align: center;"><i>(Please see attached Term of Reference for more details)</i></p>		

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 CITEM and Supplier.
- 3) Any alterations, erasures or overwriting 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).: _____

Email: _____

TERMS OF REFERENCE (TOR)
HIRING OF SERVICE PROVIDER FOR MANPOWER SERVICES

PROJECT TITLE	CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2022
EVENT DATES	05-10 November 2022
VENUE	Philippine Pavilion, National Exhibition and Convention Center (Shanghai) Co. Ltd. Shanghai, China
BUDGET & PROCUREMENT MANNER	US\$ 2,100 x P62 (exchange rate) = PHP 130,200 Procurement Manner: Overseas Procurement
REQUIREMENT TO BE PROCURED	Hiring of Service Provider for Manpower Services (Visual Merchandisers, Photographer and Cleaners for PH Pavilion)
ENGAGEMENT PERIOD	04-10 November 2022
SCOPE OF WORK	<p>Manpower Requirements</p> <ol style="list-style-type: none"> 1. (2) <i>Visual merchandisers</i> <ol style="list-style-type: none"> a. Curate the products based on the requirements of the Exhibitors and provide assistance to the on-site officers as needed. b. Provision of Visual Merchandiser Props <ol style="list-style-type: none"> 1. Crates and boxes 2. Acrylic Risers c. Service duration: Nov.4-5 8AM-6PM 2. (1) <i>Photographer</i> <ul style="list-style-type: none"> • To take photos of no less than 200 images consisting of the following: <ol style="list-style-type: none"> a. Action shots during the Ceremonial Opening b. Group Photos (such as VIPs, VIPs + PH delegation, PHdelegation only etc.) c. To send to Project Team raw/edited file immediately after the Opening Ceremony for posting in social media sites d. Action shots of exhibitor-buyer interactions e. Philippine Pavilion shots (with and without people. Ideal time: Early in the morning on 2nd day) f. Booth and product shots of the Philippine exhibitors g. Action shots of the VIPs h. Other shots required by the onsite project coordinator i. Must submit all raw and unedited photos j. Must submit edited photos with proper labels of Exhibitor/ activity k. Must submit ALL requirements in 1TB Hard drive/ Flash drive/ Cloud drive (Whichever is applicable) l. Service duration: Nov.6-7 8AM-6PM 3. (2) <i>Cleaners/ Helpers/ Janitors /Sanitizer</i> <ol style="list-style-type: none"> a. Provide manpower assistance to the onsite officers (e.g. carry items, unpack, etc) as needed b. Every start and end of the show c. Provide manpower assistance to the onsite officers d. Provide disinfectant materials such as: <ol style="list-style-type: none"> 1. Alcohol pumps (2pcs of 1000ml isopropyl 70% alcohol/ refillable pumps) 2. Free face masks (2 boxes of 2 or 3 ply with 50pcs per box) e. Service duration: Nov.4-10 8AM-6PM
SPECIFIC REQUIREMENTS	<ol style="list-style-type: none"> a. (2) Visual Merchandisers <ol style="list-style-type: none"> 1. The company/agent should have at least 3 years in the visual merchandising industry. 2. The company/ agent must be able to submit their previous creative concept/ design theme as an example of their expertise. 3. The company/ agent should be able to provide a list and pictures of the equipment required for all display ideas that can be beneficial instore b. (1) Photographer <ol style="list-style-type: none"> 1. The company/ agent should have at least 3 years in photography industry. 2. The company should be able to provide a list and pictures of the high-quality camera, tripod and wide/short- and long-range lenses to be used during the event. c. Cleaners/ Helpers/ Janitors/Sanitizers (2 pax on Nov. 4-10)

QUALIFICATION REQUIREMENTS AND SELECTION PROCESS

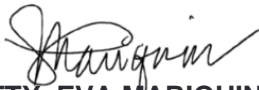
CRITERIA FOR HIRING SERVICE PROVIDER	VALUE POINT
<p>1. Company/ Agent Profile The company/agent should have at least 3 years in providing manpower services to companies/ agencies.</p> <p>Length of relevant experience:</p> <ul style="list-style-type: none"> At least 3 years experience as Service Provider (30 points) More than 3 years experience as Service Provider (40 points) <p>Document Required: Portfolio indicating work experiences and expertise as a Service Provider with attachment/s such as: Certification/ Identification badge or Business registration (whichever is available).</p>	40
<p>2. Provision of onsite team The company must provide an onsite team to implement all the onsite activities as specified in the above scope of work.</p> <p>Document Required: CV/ Portfolio indicating relevant work experiences and expertise of the team</p>	40
<p>3. Availability ALL Service Provider equipment/props</p> <p>The company should be able to provide a list and pictures of the equipment required for all display ideas that can be beneficial in store.</p> <ul style="list-style-type: none"> Send list and pictures of available equipment/ prop as stated in the above scope of work. 	20
<p>TOTAL</p> <p>The BIDS and Awards Committee (BAC) through the Technical Working Group (TWG) shall conduct a qualitative evaluation with corresponding points to all prospective bidders.</p> <p>Prospective bidders who receive a passing score of 85 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.</p>	100

Prepared by:



DANAMAE ANAYA

Noted by:



ATTY. EVA MARIQUINA

Recommending Approval:



ROWENA MENDOZA

Approved by:



DEPUTY EXECUTIVE DIRECTOR MA. LOURDES D. MEDIRAN
 Officer-in-Charge, CITEM