

**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-2023-0178-R1**

**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 STAND ASSISTANTS FOR THE  
PHILIPPINE PARTICIPATION IN MAISON ET OBJET  
AND MORE (MOM) 2024**

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

Document to be submitted: Curriculum Vitae / Resume

Qualifications:

The Stand Assistants should possess the following qualities and skills:

1. A proven track record of at least two (2) years in live marketing events, sales, or exhibitions.
2. A pleasing personality.
3. Fluency in both English and French

**Approved Budget for the Contract: PHP 189,000.00 OR EUR 3,000.00**

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](mailto:citembac@citem.com.ph).



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

## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: 29 December 2023

Company Name: \_\_\_\_\_

RFQ No.: 2023-0178-R1

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.

<i>Deadline of Submission of Quotations:</i> <b>03 January 2024</b>	<i>Time:</i> <b>05:00PM</b>
<i>Schedule of Opening of Bids:</i> <b>04 January 2024</b>	<i>Time:</i> <b>02:00PM</b> <i>Venue:</i> <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
2	pax	<p><b>HIRING OF STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATION IN MAISON ET OBJET AND MORE (MOM) 2024</b></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 189,000.00 OR EUR 3,000.00</u></p> <p><i>Document to be submitted:</i> Curriculum Vitae / Resume</p> <p><i>Qualifications:</i> The Stand Assistants should possess the following qualities and skills:</p> <ol style="list-style-type: none"> <li>1. A proven track record of at least two (2) years in live marketing events, sales, or exhibitions.</li> <li>2. A pleasing personality.</li> <li>3. Fluency in both English and French</li> </ol> <p><i>(Please see attached Terms 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

### Hiring of Stand Assistants for the Philippine Participation in Maison&Objet 2024

#### I. Event Brief

Title	Maison&Objet
Venue	Paris-Nord Villepinte Parc des Expositions, Paris France
Date	18-22 January 2024
Budget	EURO 3,000 or Php189,000.00

#### II. Show Background

As one of the most important European trade shows and events, Maison&Objet (M&O) brings together 3,000 lifestyle exhibitors from all over the world. It is where the world's design professionals and businesses commune and source from both well-known and up-and-coming brands in the different faces of living spaces.

The fair attracts over 67,000 visitors from all over the world, 90% of which are largely from Europe, making it an ideal gateway to the European market. As largely a business event, 81% of M&O buyers report placing orders within six months, with 21% of them saying M&O is the only trade fair that they attend. M&O visitors are composed of 56% retailers, 35% specifiers, and 9% manufacturers or makers.

For the comeback participation of CITEM since 2019, 15 companies showcasing furniture, lamps & lighting, and visual arts will be featured. The Philippine pavilion, named ARTIPELAGO, highlights selected and limited pieces from each participating company in a form of a gallery exhibit. Each participating company's products are sporadically displayed in the pavilion and will not be limited to a specific area. Hence, it is important to engage at least two (2) Stand Assistants to ensure all visiting buyers are accommodated. They will also help facilitate negotiations and business matching between the buyers and exhibitors during the 5-day event.

#### III. Scope of Work

The two (2) Stand Assistants of the Philippine pavilion in Maison&Objet will be required to be present at the fair from January 18 to 22, 2024 (08:30AM – 7:30PM daily, lunchbreak included) to conduct the following:

1. Man and maintain the orderliness of the pavilion;
2. Study and familiarize with the products of the participating companies;
3. Engage visitors in conversation, answer queries about the products, and ask qualifying questions to generate inquiries and sales leads, and endorse them to the company representatives when available;
4. Act as language interpreters during meetings, when necessary;
5. Arrange meeting appointments; and
6. Collect business cards to be endorsed to CITEM personnel.

#### IV. Qualifications

The Stand Assistants should possess the following qualities and skills:

1. A proven track record of at least two (2) years in live marketing events, sales, or exhibitions;
2. A pleasing personality;
3. Fluency in both English and French.

The top 2 lowest bidders, who meet the above qualifications, will be awarded for this project.

#### V. Timeline

The Stand Assistants will be engaged during the 5-day exhibit in Maison&Objet on 18-22 January 2024.

#### VI. Budget and Payment Terms

The total budget for this requirement is EUR1,500/stand assistant or a total of EUR3,000.00 inclusive of all incidental expenses and applicable taxes. A report will be submitted daily, and complete payment will be made upon completion of the project or on the last day of Maison&Objet.

Prepared by:



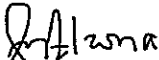
**MA. PAMELA C. PARRA**  
STIDS, OG1 - OTF & Buyer Mktg Division

Recommended by:



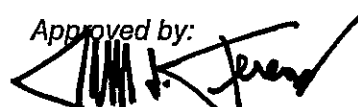
**MARJO F. EVIO**  
OIC-DM, Operations Group 1

Noted by:



**ANNA MARIE D. ALZONA**  
Chief, OG1 – OTF & Buyer Mktg Division

Approved by:



**EDWARD L. FERREIRA, PH.D.**  
Executive Director

