

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-2024-0007-EPA

**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 **Early Procurement Activity (EPA)** Notice for:

**HIRING OF STAND ASSISTANTS FOR THE PHILIPPINE
PARTICIPATION IN AMBIENTE 2024**

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

Document to be submitted: Curriculum Vitae / Resume

Qualifications:

1. Should have a proven track record of at least 2 years in live marketing events and exhibitions.
2. Should have an excellent level of speaking both English and German language.
3. Should have worked as stand assistant for at least 2 trade shows.

Approved Budget for the Contract: PHP 192,150.00 OR EUR 3,150.00

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: **15 December 2023**

Company Name: _____

RFQ No.: **2024-0007-EPA**

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 Quotations: 20 December 2023 | Time: 05:00PM |
| Schedule of Opening of Bids: 21 December 2023 | Time: 02:00PM Venue: ZOOM |

| QTY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION | UNIT PRICE | AMOUNT |
|-----|------|---|------------|--------|
| 3 | pax | <p>HIRING OF STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2024</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 192,150.00 OR EUR 3,150.00</u></p> <p><i>Document to be submitted:</i> Curriculum Vitae / Resume <i>Qualifications:</i></p> <ol style="list-style-type: none"> 1. Should have a proven track record of at least 2 years in live marketing events and exhibitions. 2. Should have an excellent level of speaking both English and German language. 3. Should have worked as stand assistant for at least 2 trade shows. <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.
- 4) This requirement is an Early Procurement Activity (EPA) the following rules shall apply:
 - Price escalation is generally not allowed. The Price is considered fixed price for the given scope of work as awarded;
 - Bid validity shall be 120 calendar days extendible upon request of CITEM;
 - Notice of Award shall ONLY be released upon approval and effectivity of GAA 2024 or the reenactment of the 2023 budget.

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 FOR THE PROCUREMENT OF
HIRING OF STAND ASSISTANTS FOR THE
PHILIPPINE PARTICIPATION IN AMBIENTE 2024**

ambiente

I. Event Brief

| | |
|---------------|-------------------------|
| Title | Ambiente 2024 |
| Date | 26-30 January 2024 |
| Budget | 3,150 EUR or Php192,150 |

* 1EUR = Php61.00

II. Show Background

Ambiente is considered the annual meeting point for suppliers and trade buyers of this industry. As the world's largest fair, it welcomed 136,000 trade visitors from 167 countries, majority of which are from Germany, Italy, China, France, the UK, the Netherlands, the United States, Spain, Switzerland, Russia, and South Korea.

CITEM will showcase 40 exhibitors and it is important to engage three (3) stand Assistants due to the following reasons:

- To help the delegation in facilitating negotiations and business matching with buyers and visitors of the pavilions during the entire show
- To complement the manning of the Design Philippines pavilions located at Hall 10.4 Stand 72 for collection showcase participation and Hall 10.4 Stand 42 for the Antique, Quirino and market testing participation.
- To man the foyer stand which is intended to promote Manila FAME.

III. Scope of Work

The Stand Assistants of the Design Philippines pavilions in Ambiente 2024 will be required to provide the following services:

1. Assist CITEM project officers and exhibitors in manning and maintaining the cleanliness of the stand.
2. Familiarize themselves with the products being showcased to be able to assist exhibitors in engaging conversations with potential buyers.
3. Engage visitors in conversation, ask qualifying questions to generate sales leads for the companies being represented.
4. Collect business cards and make sales appointments.
5. Submit daily reports such as sales and trade inquiries of the assigned companies.
6. Assist companies during egress
7. Submit, on the last day of the show, an event report with insights

Work Hours

26-29 January (8:30AM to 6:30PM)

30 January (8:30AM to 8:30PM)

IV. Qualification

The Stand Assistants should possess the following qualifications:

1. Should have a proven track record of at least 2 years in live marketing events and exhibitions.
2. Should have an excellent level of speaking both English and German language.
3. Should have worked as stand assistant for at least 2 trade shows.

The lowest bidder will be duly awarded for this project requirement.

V. Timeline

The engagement of the Stand Assistants is within the Ambiente 2024 show, 26-30 January 2024.

VI. Budget and Mode of Payment

This requirement has a budget of Euro 3,150

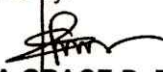
- 200euros per day/stand assistant on 26-29 January 2024
- 250euros/stand assistant on 30 January 2024

The fee is inclusive of all incidental expenses such as transportation and meals) and applicable taxes. Payment shall be made on the last day of the show upon completion of the reportorial requirements

**TERMS OF REFERENCE FOR THE PROCUREMENT OF
HIRING OF STAND ASSISTANTS FOR THE
PHILIPPINE PARTICIPATION IN AMBIENTE 2024**

ambiente

Prepared by:




KARLA GRACE D. DINGLASAN
STIDS, OG1 – Buyer Mktg & OTF Division

Noted by:



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

Recommending Approval:



MARJO F. EVIO
OIC, Operations Group 1

Approved by:

DR. EDWARD L. FERREIRA Ph.D
Executive Director

