

**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-2025-0124-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 ASSISTANT FOR THE  
PHILIPPINE PARTICIPATION IN INDEX DUBAI 2025 -  
INCLUSION OF VIDEO AND PHOTOGRAPHY  
SERVICES**

*(Please see attached Request for Quotation Form and Job Description for more details.)*

APPROVED BUDGET FOR THE CONTRACT: PHP53,100.00 or USD900.00

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



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City  
Tel.: (632) 8-831-2201 local 309/294 E-mail: [citembac@citem.com.ph](mailto:citembac@citem.com.ph)



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **08 May 2025**RFQ No.: **2025-0124-R1**

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 OR compressed folder and submitted to CITEM BAC.

**Schedule of Bidding in Philippine Standard Time:**Deadline of Submission of Quotations: **13 May 2025**Time: **05:00PM**Schedule of Opening of Bids: **14 May 2025**Time: **02:00PM**Venue: **ZOOM****Schedule of Bidding in Gulf Standard Time:**Deadline of Submission of Quotations: **13 May 2025**Time: **01:00PM**Schedule of Opening of Bids: **14 May 2025**Time: **10:00AM**Venue: **ZOOM**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNTS
1	pax	<p style="text-align: center;"><b>HIRING OF STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN INDEX DUBAI 2025 - INCLUSION OF VIDEO AND PHOTOGRAPHY SERVICES</b></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP53,100.00 or USD900.00</u></p> <p style="text-align: center;"><i>(Please see attached Job Description for more details)</i></p> <p>Date Needed / Delivery Date: 27-29 May 2025 Duration: 27-29 May 2025, 09:00AM – 06:00PM</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: \_\_\_\_\_

## **JOB DESCRIPTION OF THE STAND ASSISTANT**

- Assist exhibitors at the stand with basic inquiries and support needs.
- Welcome and engage visitors; provide basic information about the company, products, and services.
- Support the Project Manager (Ms. Marjo Evio), Company Representatives, and Curator (Mr. Ito Kish) with administrative or logistical tasks as needed.
- Distribute marketing materials, brochures, business cards, and giveaways.
- Keep the stand clean, organized, and presentable at all times.
- Manage registration sheets, collect visitor information, and ensure accurate documentation for follow-up.
- Facilitate appointment scheduling or direct visitors to the appropriate company representative.
- Coordinate with event organizers for operational needs (e.g., badge issues, maintenance requests).
- Relay urgent inquiries or customer feedback to the Project Manager (Ms. Marjo Evio) or other responsible staff immediately.
- Help in packing up materials and dismantling the stand at the end of the exhibition.
- Assist in photography and videography during the 3 day event (27-29 May 2025)

Prepared by:

  
**DANA ANAYA**  
TIDS, SBD

Approved by:

  
**MARJO F. EVIO**  
DM, SMD