

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-2025-0196

**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 / INTERPRETERS
FOR THE PHILIPPINE PARTICIPATION IN THE
TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2025**

(Please see attached Request for Quotation Form for more details.)

Qualifications:

1. Should have a proven track record of at least two (2) years in live marketing events, sales, and exhibitions
2. Should have an excellent level of speaking English and Japanese languages
3. Should have worked as stand assistant for at least two (2) trade shows

Documents to be submitted:

1. Curriculum Vitae

APPROVED BUDGET FOR THE CONTRACT: PHP200,000.00 or JPY500,000.00

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.



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



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **09 July 2025**RFQ No.: **2025-0196**

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: **14 July 2025**Time: **05:00PM**Schedule of Opening of Bids: **15 July 2025**Time: **02:00PM**Venue: **ZOOM****Schedule of Bidding in Japan Standard Time:**Deadline of Submission of Quotations: **14 July 2025**Time: **04:00PM**Schedule of Opening of Bids: **15 July 2025**Time: **01:00PM**Venue: **ZOOM**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNTS
2	pax	<p style="text-align: center;">HIRING OF STAND ASSISTANTS / INTERPRETERS FOR THE PHILIPPINE PARTICIPATION IN THE TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2025</p> <p style="text-align: center;">TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP200,000.00 or JPY500,000.00</u></p> <p>Date Needed / Delivery Date: 18 July – 05 September 2025 Event: Tokyo International Gift Show Autum 2025 (TIGS) Dates: 03 – 05 September 2025 Venue: Tokyo Big Sight, Tokyo, Japan Location: E Fair – Home Furnishings & Decorative Goods Fair</p> <p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Man and maintain the cleanliness of the Philippine Pavilion 2. Study the product line sheets of the participating companies and familiarize with the products and materials 3. Engage visitors in conversations and ask qualifying questions to generate sales leads for the companies 4. Assist buyers in translating to the participating companies in the conduct of business 5. Collect business cards / contacts of trade buyers and visitors of the Philippine Pavilion 6. Report from 09:00AM – 06:00PM from 03-05 September 2025 7. Submit a written summary report that includes buyer feedback, most inquired products, buyer profiles met, and recommendations <p>Qualifications:</p> <ol style="list-style-type: none"> 1. Should have a proven track record of at least two (2) years in live marketing events, sales, and exhibitions 2. Should have an excellent level of speaking English and Japanese languages 		



		<p>3. Should have worked as stand assistant for at least two (2) trade shows</p> <p>Documents to be submitted:</p> <p>1. Curriculum Vitae</p> <p>*This requirement is divisible and partial bid is allowed. Bidder may offer/quote for one (1) stand assistant not exceeding <u>JPY250,000.00</u> or <u>PHP100,000.00.s</u></p>		
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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 may be awarded as separate contract per stand assistant.

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: _____