



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: NCRO - 50699

Date: 08/16/2022

R.F.Q. No.: 202208-11762

Delivery 4 months upon signing of contract

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: 1.0, UNIT, Consultancy Services Hiring of the Special Setting/Event Consultant of DTI-NCRO's Regional Trade Fair "Metro Fiesta 2022".

Remarks All items should be treated as one lot. ABC is Php 400,000.

Prepared by: ILEEN P. VISTA ADMIN OFFICER IV

Very truly yours, MARY ANN D. YULAS SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:



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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: Prototypes at the special setting. e)Comply and submit to DTI NCRO a Post Activity report. \*\*Kindly see attached TOR for reference\*\*

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

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## TERMS OF REFERENCE

### Hiring of Special Setting Consultant

#### I. Rationale

The annual Regional Trade Fair (RTF) of the Department of Trade and Industry – National Capital Regional Office (DTI-NCRO) started in 2017, and has been ongoing ever since. Funded under the One Town, One Product (OTOP) Next Gen Program, the RTF generally served as the culminating project of the office; a physical platform in which the best and finest crafts in the processed food, wearable, and home décor sectors from Metro Manila micro, small, and medium enterprises (MSMEs) are featured.

From its first leg in 2017 to its fifth leg in 2021, the DTI-NCRO's Regional Trade Fairs were being conducted every first or second week of December. The term "Metro Fiesta" continue to become the name that represents the Regional Trade Fair of NCRO.

The Metro Fiesta: Paskong Pinoy 2022 will be conducted on December 07 – 11, 2022, and will have the following **key features**:

1. Heavily promoted event (radio guestings, virtual press cons, news and blog features, website campaigns, marketing promos, social media ads, and more).
2. The One Town, One Product (OTOP) Next Generation MSME-beneficiaries will be highlighted as exhibitors of the fair.
3. Training, seminars and short demonstration on various topics will also be conducted for capacity building of exhibitors and potential MSMEs.
4. Institutional buyers, and other significant stakeholders will be invited.
5. Daily Sales Monitoring Reports from the online shopping platforms.

#### II. Objective and Expected Output

The Regional Trade Fair "Metro Fiesta: Paskong Pinoy 2022" aims to provide NCR MSMEs an opportunity to widen their markets and reach-out to potential clients/suppliers. The trade fair will also serve as a platform for the MSMEs to present their newly-developed products particularly in packaging, labeling or branding as a result of the product development assistance initiatives of DTI – NCRO through the OTOP Next Gen program.

One of the highlights and special component of the regional trade fair is the special setting. The Special Setting Display will showcase the best products of the National Capital Region. It is a creative platform for MSMEs to present their newly-developed and innovated products with the assistance of DTI – NCRO through its various programs and interventions such as the OTOP Next Gen program, KMME, Packaging and Labeling Development and so on.

The Event/Special Setting Consultant will render the following services to the DTI – NCRO for the Metro Fiesta 2022:

1. Special Setting Design Conceptualization

- Assist and collaborate with DTI – NCRO in the conceptualization of the “Metro Fiesta 2022” special setting theme and design;
- Provide expertise on conceptualization and execution of the design/concept for the fair’s special setting. The special setting display shall abide by the trade fair’s over-all theme and design.
- Explore on relevant current MSME ideas/topics/trends that can be used in conceptualizing the special setting’s theme and design;
- Incorporate the newly-developed prototypes from ACT Session to the special setting design. The consultant should identify and select products to be displayed in the special setting based on the parameters to be sent upon by DTI – NCRO with particular focus on products that undergone the product development component of the activity.

## 2. Special Setting Execution

- Lead the installation of the Special Setting before the Opening Ceremony of Metro Fiesta 2022;
- Display the ACT Session 2022 Prototypes in the special setting.
- Make sure that the special setting is established properly on time, in accordance with the set deadlines of DTI – NCRO.
- The consultant will also be in-charge of dismantling and disposal of the special setting components and materials.

## III. **Criteria for Selection**

The prospective consultant will be selected based on the following:

- a) Must have at least five (5) years of relevant experience related to the project;
- b) Must have a degree in Design / Fine Arts or any related field;
- c) Must have an extensive and excellent background as an Exhibit/Special Setting Designer;
- d) Must have experience and exposure as a design consultant/curator in local and international exhibitions/events/trade events;
- e) Must be knowledgeable in current local and international design trends;
- f) Must have knowledge and experience in product development particularly in design;

The passing score for the prospective consultant/bidder is **65 points**, which will be rated based on the following:

**a. Technical Proposal (80%)**

The following shall be submitted as part of the Technical Proposal:

**1. List of accomplished similar projects for the last five (5) years with contract amounts no less than P200,000; (20pts)**

- 10 and more completed or on-going projects (20 pts)
- 6-9 completed or ongoing similar projects (15 pts)
- 1-5 completed or ongoing similar projects (10 pts)

Bidders are required to submit the list of accomplished similar projects using the following format:

Name of Similar Project	Date of Contract	Amount of Contract	Number of Designers/Members Involved	Completion Date	Client

**2. Qualifications of Key Personnel; (30 pts)**

Each bidder shall submit the curriculum vitae of each member who shall be assessed based on experience and education. Bidder should state number of years, educational attainment, similar projects handled, and references, including awards/distinctions received among others.

		Point System
1. Lead Consultant	Experience	Relative Work Experience <ul style="list-style-type: none"> <li>• Less than 2 years with similar projects (5 pts)</li> <li>• 3 years with similar project (7 pts)</li> <li>• 4-5 years with similar project (10 pts)</li> <li>• 6 or more years with similar projects (15 pts)</li> </ul>
	Education	Educational attainment of key personnel <ul style="list-style-type: none"> <li>• Bachelor (10 pts)</li> <li>• Masters (15 pts)</li> </ul>

**3. Proposed Methodology and Implementation Plan. (50pts)**

Each bidder shall submit their technical proposal that should contain the proposed methodology and design, including timelines.

**a. Financial Proposal (20%)**

Each bidder shall submit its financial proposal not exceeding Php 400,000.00 inclusive of taxes.

#### IV. Source of Funds

The source of funds will be from the following:

Source of Fund	Budget Allocation
OTOP FLR – Continuing Fund	Php 241,000.00
Regular Fund	Php 159,000.00
<b>Total</b>	<b>Php 400,000.00</b>

#### V. Roles and Responsibilities

**That DTI – NCRO shall:**

- a) Implement the “Metro Fiesta 2022” under the OTOP Next Gen Program.
- b) Employ the service of a Design Consultant/Curator; who will provide the design and concept for the Special Setting that will showcase the finest crafts and products from various exhibitors; fabricate, install and dismantle all components of the Special Setting;
- c) Employ the service of a general exhibition contractor to plot booth spaces and build other exhibition requirements;
- d) Conduct post-evaluation on the service rendered by the Design Consultant/Curator to determine the effectiveness of implementation.

**That Special Setting Design Consultant shall:**

- a) Prepare the over-all design concept of the special setting display;
- b) Provide the design and concept of the Special Setting that will showcase the finest crafts and products from various exhibitors;
- c) Lead the installation and setting up of the special setting throughout the Metro Fiesta 2022 event.
- d) Supervise the showcase of ACT Session 2022 Prototypes at the special setting.
- e) Comply and submit to DTI – NCRO a Post Activity report.

#### VI. Approved Budget

The office shall be providing a budget amounting to **FOUR HUNDRED THOUSAND PESOS ONLY (Php 400,000.00)** inclusive of all taxes which shall be paid in **one-term payment** after the delivery of expected output under the TOR and submission of required documents for processing of payment.

**PREPARED BY:**

  
**JOSHUA PAUL V. BARTOLINE**  
SP-TIDA, DTI-NCRO

**REVIEWED BY:**

  
**JOSEPH H. DELA PEÑA**  
STIDS, DTI-NCRO

**APPROVED BY:**

  
**MARCELINA S. ALCANTARA**  
Regional Director, DTI-NCRO