

**[CITEM CIRCULAR NO. 2 S. 1991, October 03,
1991]**

CRITERIA FOR ACCEPTANCE

The Department of Trade and Industry, through the Center for International Trade Expositions and Missions (CITEM), is adopting the following pre-qualification requirements as part of the pre-screening phase in accepting participants to international trade fairs and missions:

1. The company must have a total annual gross sales (export and domestic), during the preceding year, of, at least, US\$100,000 or its peso equivalent, except for furniture, wherein, at least, US\$500,000.00 or its peso equivalent should be met. Otherwise, the company should be endorsed by its corresponding trade association;
2. The company must have, at least, two (2) years direct export experience;
3. The company must not have any valid complaint filed against it with CITEM or any DTI office;
4. The company must have available promotional collaterals appropriate for the international market (*i.e.*, company brochure, catalogue or product sheet with pictures, price list);
5. The company must have a good credit standing with its bank/s;
6. For new applicants to international operations projects on gifts, toys, housewares, fashion accessories, furniture and furnishings, the company must have participated in the appropriate Market Week, during the preceding year.

The applicant, should, therefore, submit or update the documents/requirements as listed below on or before the deadline set by CITEM Project Managers. Company data needed for application can be provided by the Credit Information Bureau, Inc. (CIBI) wherein CITEM is making arrangements to obtain the company information for its applicants. The Project Managers will advise applicants on the CIBI arrangements.

1. I.O. Application Form
2. Accomplished DTI Company Profile and Product Sheets
3. Bank Certifications of Export Earnings (preceding year)
4. Endorsement for acceptance from any trade association (if applicable)