#### 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-2019-0196

## REQUEST FOR QUOTATION (NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

# "PRINTING OF COMPLIMENTARY PASS WITH ENVELOPE FOR MANILA FAME OCTOBER 2019"

(Please see attached Specifications for more details)

**Approved Budget** 

PHP 75,000.00

Deadline of Submission of Bid

05 August 2019, 5:00PM

Opening of Bid

: 06 August 2019, 2:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following eligibility documents:

- 1. Mayor's Permit for the current year
- 2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)

**PhilGEPS Certificate of Platinum Membership** may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

- 3. Notarized Omnibus Sworn Statement
- Notarized Special Power of Attorney for single proprietorship or Notarized Secretary's Certificate, Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable.

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

Quotations may be submitted to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309 or e-mail at <a href="mailto:citembac@citem.com.ph">citembac@citem.com.ph</a>.

ATTY. ANNA GRACE I. MARPURI Chairman, Bids and Awards Committee

PHILEXPORT
PTTC - 18



# CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS CITEM.BAC.F Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City Tel.: (632) 831-2201 local 309/218 E-mail: <a href="mailto:citembac@citem.com.ph">citembac@citem.com.ph</a> Fax: (632) 833-1284/834-0177

CITEM.BAC.FR.009



### **REQUEST FOR QUOTATION**

|  |   | th ABC of Php 50,00<br>al Property and Ven   |   |   |   | e Procureme                             |                 | of Php 50,001 a                        | nd above               |
|--|---|--|---|---|---|---|-----------------|--|------------------------|
| Company Na<br>Address:<br>Contact No.:               | me: _   |  |   |   |   | nA.                                     |                 | Date:                                  | 31 Jul 19<br>2019-0196 |
| Gentlemen:<br>Please q<br>this office. It i          | uote he<br>is reque   | reunder your lowest<br>sted that the quotat  | possible prid   | ce(s) for the                               | ne followin                                       | g article(s)/ved in an enve             | work(s) whice   | ch are urgently ne<br>submitted to CIT | eded by<br>EM BAC.     |
| Schedule of  | f Openii  | ng of Bids: 06 Au  | gust 2019   | Time:                                       | 02  | 2:00PM                                  | Venue:          | Meeting I                              | Room 1                 |
| QUANTITY   | UNIT  | ARTICL   | E / WORK / [  | DESCRIP                                     | TION / SPE  | CIFICATIO                               | N               | UNIT PRICE                             | AMOUNT                 |
| 6,000  | sets  | Complimentary P  | ass with Env  | velope fo                                   | r Manila F  | AME - Octol                             | ber 2019        |  |                        |
|  |   | (Please see attaci   | hed specific  | ations)                                     |   |   |                 |  |                        |
|  |   |  |   |   |   |   |                 |  |                        |
|  |   | -  |   |   |   |   |                 |  |                        |
|  |   |  |   |   |   |   |                 |  |                        |
|  |   |  |   | 7, 100                                      |   |   |                 |  |                        |
|  |   |  |   |   |   |   |                 |  |                        |
|  |   |  |   |   | ***************************************           |   |                 |  |                        |
|  |   |  |   |   |   | *************************************** |                 |  |                        |
|  |   |  |   |   | W 51 W  |   |                 |  |                        |
|  |   |  |   |   |   |   |                 |  |                        |
| 11-11-11-11-11-11-11-11-11-11-11-11-11-              |   | Approved Budget  |   |   |   |   |                 |  |                        |
|  |   | NOTE : Deadline of   | Submission of   | f Quotatio                                  | n is on 05 A                                      | ugust 2019, 5                           | :00PM           |  |                        |
| 3.) Payment will 4.) Any alteration 5.) Required doc | od:<br>st be Incl<br>be proces<br>ns, erasur<br>cuments,<br>C reserve | usive of Value Added<br>seed after receipt of invo-<br>es or overwritings shall life<br>if any, must be submitte<br>as the right to reject any | ice. Other terms<br>be valid only if the<br>d within 3 Days   | s of paymen<br>ney are sign<br>after receip | t will be base<br>ed or initialed<br>t of notice. | d on the Contra<br>by the bidder o      | or his/her auth | orized representative                  |                        |
| -  | : ( <del></del>   | d  |   |   |   |   |                 | ATTY. ANNA GRA<br>BAC Chairma          |                        |
| Per your r   | equest,   | vards Committee:<br>I/We have indicated t<br>we have read, unders  |   |   |   | T. T. (17.11)                           |                 | 7/                                     | ın above.              |
| Date Submitted                                       |   |  | Signature over printed name of the Authorized Company Representative  Designation: Telephone no.(s) |   |   |   |                 |  |                        |

## SPECIFICATION FORM

**VISUAL DESIGN DIVISION** 



SERVICE REQUEST NO.

| THE RESTRICTION OF RESTREE | : FAME October 2019   |
|----------------------------|---|
| COLLATE                    | RAL: Complimentary pass with envelope   |
| DATE: _                    | 23 July 2019  |
| SPECIFIC                   | ATION:  |
| SIZE:                      | complimentary - 8 1/4" x 3 3/4"   |
| 6                          | envelope - 8 1/2" x 3 3/4" - finished   |
|                            |   |
| STOCK: _                   | Complimentary - Folcote cal. 12 with matt lamination  |
|                            | Envelope - Bookpaper 60 lbs.  |
| COLOR:                     | Complimentary - 4/1   |
|                            | Envelope - 1 color  |
| PROCESS                    | : Litho offset  |
|                            | AGES: 4 layouts   |
|                            |   |
|                            |   |
| \$0                        |   |
|                            |   |
| BINDING:                   | loose   |
| BINDING:                   | loose  CTP process, Envelope with die cutting and pasting, perforation  |
| BINDING:<br>OTHERS:        |   |
| OTHERS:                    | CTP process, Envelope with die cutting and pasting, perforation   |
|                            | CTP process, Envelope with die cutting and pasting, perforation   |
| OTHERS:                    | CTP process, Envelope with die cutting and pasting, perforation  7: 1,500 sets/layout or 6,000 sets   |
| QUANTITY PENALTY           | CTP process, Envelope with die cutting and pasting, perforation  1,500 sets/layout or 6,000 sets  Delivery: 5 working days upon approved of digital proof |
| OTHERS:                    | CTP process, Envelope with die cutting and pasting, perforation  1,500 sets/layout or 6,000 sets  Delivery: 5 working days upon approved of digital proof |
| QUANTITY PENALTY           | CTP process, Envelope with die cutting and pasting, perforation  1,500 sets/layout or 6,000 sets  Delivery: 5 working days upon approved of digital proof |

Prepared by:

Recommending Approval by:

ARTURO CRUZ DIMAANO Department Manager - CCSD

Approved by:

Dindo Habelito

MARLON V. DEDAL Creative Arts Specialist III