

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-2019-0217

**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 100,000.00
Deadline of Submission of Bid	:	02 September 2019, 5:00PM
Opening of Bid	:	03 September 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
4. 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 citembac@citem.com.ph.

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



REQUEST FOR QUOTATION

Shopping with ABC of Php 50,001 and above
 Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue
 Others : _____

Company Name: _____
 Address: _____
 Contact No.: _____

Date: 20-Aug-19
 RFQ No: 2019-0217

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 and submitted to CITEM BAC.

Schedule of Opening of Bids 03 September 2019 Time: 02:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
10,000	sets	Complimentary Pass with Envelope for Manila FAME - October 2019		
		<i>(Please see attached specifications)</i>		
		Approved Budget : PHP 100,000.00		
		NOTE : Deadline of Submission of Quotation is on 02 September 2019, 5:00PM		

- Terms and Condition:**
- 1.) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
 - 2.) Bid price must be **Inclusive of Value Added Tax.**
 - 3.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
 - 4.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
 - 5.) Required documents, if any, must be submitted within 3 Days after receipt of notice.

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.

Signature over printed name of the Authorized Company Representative

Date Submitted
Designation: _____

Telephone no.(s) _____

SPECIFICATION FORM

VISUAL DESIGN DIVISION

SERVICE REQUEST NO.

PROJECT: FAME October 2019

COLLATERAL: Complimentary pass with envelope

DATE: 16 August 2019

SPECIFICATION: _____

SIZE: complimentary - 8 1/4" x 3 3/4"
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

NO. OF PAGES: 1 pc.

BINDING: loose

OTHERS: CTP process, Envelope with die cutting and pasting, perforation

QUANTITY: 10,000 sets

PENALTY: _____

REMARKS: Delivery: 5 working days upon approval of digital proof

Prepared by:


 Dindo Habelito

Recommending Approval by:


 MARLON V. DEDAL
 Creative Arts Specialist III

Approved by:


 ARTURO CRUZ DIMASANO
 Department Manager - CCSD