

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-2019-0305

**REQUEST FOR QUOTATION
(SMALL VALUE PROCUREMENT)**

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

PURCHASE OF 150 PCS. OFFICE CHAIRS RE. CAPEX 2019

Please see attached Request for Quotation for more details.

Approved Budget	: PHP 4,000.00 per piece or PHP 600,000.00
Deadline of Submission of Bid	: 25 November 2019, 5:00 PM
Opening of Bid	: 26 November 2019, 2:00 PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below enclosed on a sealed and properly labeled envelope:

Eligibility Documents (1st Envelope)

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. Latest Income/Business Tax Return
4. Notarized Omnibus Sworn Statement
5. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable

Financial Bid (2nd Envelope)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative. Bids shall be valid for 120 calendar days from the date of the opening of bids.

Prototype Requirement

- Supplier shall submit its bid together with chair sample/s. Chair sample/s may be more than one with corresponding price.

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.

A payment of non-refundable fee of Five Hundred Pesos (Php 500.00) may also be paid at the CITEM Cashier Office for the bidding documents.

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 309/294 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: 18-Nov-19
 RFQ No: 2019-0305

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: 26 November 2019 **Time:** 2:00PM **Venue:** Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
150.00	pcs.	PURCHASE OF OFFICE CHAIRS		
		with nylon fix armrests and lumbar support		
		upholstered seat		
		mesh backrest		
		metal caster base with lock		
		chrome swivel base		
		with tilting mechanism		
		with gas lift mechanism		
		EVALUATION CRITERIA:		
		1. Supplier shall submit its bid together with chair sample/s.		
		2. Supplier may submit more than one (1) sample chair with corresponding price.		
		3. Samples shall be evaluated based on the required specifications.		
		4. Sample chair with the lowest price shall be evaluated based on the ff:		
		a. Ergonomic / Design 50%		
		b. Materials / Specifications 40%		
		c. Aesthetics 10%		
		5. The lowest-priced chair must pass the evaluation criteria of at least 85% to get the award.		
		6. In case lowest-priced chair failed the criteria, the second lowest-priced shall be evaluated and so on, until sample chair with the next lowest-price pass the set criteria.		
		Delivery: within 30 days upon receipt of Purchase Order		
		Warranty on parts and service: at least one (1) year		
		Approved Budget : PHP 4,000.00 per piece or PHP 600,000.00		
		Deadline of Submission of Eligibility Documents & Financial Bid :		
		: 25 November 2019, 05:00PM		

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.

 Date Submitted

 Signature over printed name of the Authorized Company Representative
 Designation: _____
 Telephone no.(s) _____
 E-mail: _____