

**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-2019-0251

**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:

**FABRICATION OF EVENT UNIFORMS FOR CITEM EMPLOYEES**  
**92 PCS. FEMALE SET OF UNIFORMS & 38 MALE SET OF UNIFORMS**

*Please see attached Terms of Reference for more details.*

Approved Budget	: PHP 949,000.00
Pre-Bid Conference	: 24 September 2019, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid, and Post-Qualitative Evaluation Requirements	: 30 September 2019, 05:00PM
Opening of Bid	: 01 October 2019, 02:00PM

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 (1<sup>st</sup> Envelope)*

1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration
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 or Business Tax Return stamped and received by BIR
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 (2<sup>nd</sup> Envelope)*

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.

*Post-Qualitative Evaluation Requirements:*

1. List of clientele
2. Company Profile of Service Provider/Supplier
3. Uniform Prototype

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 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 or email at [citembac@citem.com.ph](mailto: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: \_\_\_\_\_ Date: 19-Sep-19  
 Address: \_\_\_\_\_ RFQ No: 2019-0251  
 Contact No.: \_\_\_\_\_  
 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 Pre-Bid Conference:	24 September 2019	Time:	2:00PM	Venue:	Meeting Room 1
Schedule of Opening of Bids:	01 October 2019	Time:	2:00PM	Venue:	Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>Fabrication of Event Uniforms for CITEM Employees</b>		
92	pcs.	Female set of uniforms		
38	pcs.	Male set of uniforms		
		<i>Please see attached Terms of Reference for more details.</i>		
		<b>Approved Budget : <u>Php 949,000.00</u></b>		
		<b>Deadline of Submission of Eligibility Documents, Financial Bid and Post-Qualitative Evaluation Requirements : <u>30 September 2019, 05:00PM</u></b>		

**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: \_\_\_\_\_

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS (CITEM)  
TERMS OF REFERENCE  
CITEM EVENT UNIFORM 2019**

**I. BACKGROUND**

As part of CITEM's mandate to market and promote Philippines through trade fairs, creation of an event uniform to be worn during trade fairs, events, and other CITEM official functions will further strengthen awareness of the Filipino craftsmanship and boost awareness on the use of tropical fibers and handwoven materials.

**II. OBJECTIVE**

One of the objectives is to wear a modern Filipiniana/barong uniform to promote contemporary use of tropical fibers and/or handwoven materials as CITEM Event Uniforms to be worn during event trade fairs, and other official functions. A total of 130 employees shall be covered in the production of this uniform set. The following are required for production:

	Number	Particulars
<b>Male</b>	38	1 set of 2 Piece Suit (Coat/Blazer and Short/Long sleeves) 1 slacks
<b>Female</b>	92	1 set of 2 Piece Suit (Coat/Blazer and Short/Long sleeves) 1 slacks or skirt  -or-  1 coat or blazer 1 dress
<b>Total:</b>	<b>130</b>	

**III. REQUIREMENTS**

1. List of clienteles;
2. Company profile of Service Provider/Supplier;
3. Uniform prototype.

**IV. QUALIFICATIONS OF SERVICE PROVIDER/SUPPLIER**

Interested bidders shall submit eligibility requirements, financial bid, and a designed prototype of the uniforms. Submitted documents and prototypes will be subject to post-qualitative evaluation

Prototype Design	40%
Quality of prototype	30%
Industry/Experience	<u>30%</u>
<b>Total</b>	<b>100%</b>

**Passing Score: 80%**

*\*Rating sheet on Annex 1*

**Designs and Prototype**

Designs must have either natural fibers produced, spun, woven or knitted and finished in the Philippines.

**V. BUDGET**

Particulars	Cost	# of Employees	Total
<b>Female Set of Uniforms</b> 1 set of 2 Piece Suit (Coat/Blazer and Short/Long sleeves) 1 slacks or skirt  -or-  1 coat or blazer 1 dress	P7,300.00	92	P671,600.00
<b>Male Set of Uniforms</b> 1 set of 2 Piece Suit (Coat/Blazer and Short/Long sleeves)  1 slacks	P7,300.00	38	P277,400.00
<b>GRAND TOTAL</b>		<b>130</b>	<b>P949,000.00</b>

**VI. SCHEDULE**

The winning bidder shall observe the following activity schedule:

Activity	Schedule
Sizing of employees	Within <b>7 working days</b> after release of Job Order from CITEM.
First delivery of urgent 30 sets of event uniforms	On or before 14 October 2019.
Delivery of event uniforms	On or before <b>60 calendar days</b> after the first scheduled sizing of employees.
Resizing/repairs	Must be repaired/resized within <b>15 working days</b> after delivery of uniform set.

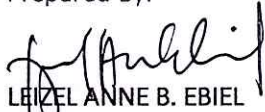
**VII. TERMS OF PAYMENT**

<b>50%</b>	Upon delivery of <b>50%</b> of the total number of items per employee or 65 sets of uniform
<b>40%</b>	Upon delivery of the remaining items
<b>10%</b>	Upon return of all repaired/resized uniforms

**VIII. PENALTY**

A penalty of one tenth of one percent (1/10 of 1%) of the total contract price shall be deducted per day of delayed delivery.

Prepared By:

  
LEIZEL ANNE B. EBIEL  
HRM Officer III

Reviewed and Noted By:

  
FLORENCE PEARL M. BUENSALIDO  
Chief, HRM Division

Recommended By:

 *09/18*  
ATTY. ANNA GRACE MARPURI → *Atty 9*  
OIC-DM, Operations Group 1

Approved By:

  
PAULINA SUACO-JUAN  
Executive Director  


**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
**EVENT UNIFORM 2019**  
**Post Qualitative Evaluation**

	<b>POINTS</b>	<b>RATING</b>
<b>PROTOTYPE DESIGN (40%)</b> <i>The design exhibited an excellent representation of Filipino Craftsmanship.</i>	<b>40 points</b> Excellent design representation  <b>20 points</b> Very good design representation  <b>10 points</b> Fair design representation	
<b>QUALITY OF PROTOTYPE (30%)</b> <ul style="list-style-type: none"> <li>• Overall garment construction</li> <li>• Quality of fabric/material used</li> </ul>	<b>30 points</b> Excellent garment construction and materials used  <b>20 points</b> Very Good garment construction and materials used  <b>10 points</b> Fair garment construction and materials used	
<b>INDUSTRY EXPERIENCE (30%)</b> <i>Proven track record in the industry.</i>	<b>30 points</b> 15 years or more of industry experience (designing garments/uniforms)  <b>20 points</b> 10 years to 14 years of industry experience (designing garments/uniforms)  <b>10 points</b> 5 years to 9 years of industry experience (designing garments/uniforms)	
<b>TOTAL SCORE:</b>		
<i>Passing Score 80 points</i>		

\_\_\_\_\_  
 Signature of TWG Member