

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-2019-0264

**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:

**SUPPLY, INSTALLATION, DISMANTLING, AND HAULING OF
FASHION E-TAILERS FOR MANILA FAME OCTOBER 2019**

Approved Budget	: PHP 800,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 07 October 2019, 05:00PM
Opening of Bid	: 08 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 (1st 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 (2nd Envelope)

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


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.


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


PHILGEPS
PTC - M
CITEM



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 : _____

Date: 3-Oct-19
RFQ No: 2019-0264

Company Name: _____
Address: _____
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:	<u>N/A</u>	Time:	<u>N/A</u>	Venue:	<u>N/A</u>
Schedule of Opening of Bids:	<u>08 October 2019</u>	Time:	<u>2:00PM</u>	Venue:	<u>Meeting Room 1</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		PROJECT: MANILA FAME OCTOBER 2019		
		SUBJECT: FASHION E-TAILERS		
		ESTIMATED COST: PHP 800,000.00		
1.00	lot	I. MOBILIZATION / INSTALLATION / DISMANTLING		
		II. FLOORING (RENTAL)		
126.00	sq.m	A. Black needle punch carpet		
		III. RENTAL / INSTALLATION / DISMANTLING (RENTAL)		
20.00	units	A. DISPLAY MODULE in 1/2" thk plywood (interior face) and 1/4" thk plywood (exterior) in approved paint finish with inner wooden framing and shelving with storage and accesories and recessed ceiling LED light with wall mounted convenience outlet (See details.)		
1.00	unit	B. FITTING ROOM in 1/2" thk plywood in approved paint finish with inner wooden framing and door access with whole body mirror and wall mounted clothing hook (See details.)		
1.00	unit	C. RECEPTION COUNTER 1.60m x 0.45m x 1.10m H in 1/2" thk plwood in approved paint finish		
20.00	units	D. NEGOTIATION TABLE in 0.60m diameter in white laminate finish		
42.00	units	E. NEGOTIATION CHAIR		
21.00	units	F. TRASH BIN		

		IV. GRAPHICS		
30.00	sq.m	A. Sticker cut-out with transfer tape		
		***** NOTHING FOLLOWS *****		
		Approved Budget : <u>PHP 800,000.00</u>		
		Deadline of Submission of Eligibility Documents and Financial Bid:		
		<u>07 October 2019, 5PM</u>		

Scope of Work and Timetable:

- 1.) The contractor shall Supply, Install, Dismantle and Haul the items listed above on the specified materials and specifications.
- 2.) The contractor shall provide proofs and swatches prior to the final fabrication for approval unless waived by an EDD representative but to guarantee the best output.
- 3.) The contractor shall ensure the durability and quality of the items.
- 4.) The contractor shall install the items properly and in good condition (without smudge, dirt, and stains and the like) on **15 OCTOBER 2019 at 8AM** and dismantle on egress on **19 OCTOBER 2019 at 7PM**.
- 5.) The contractor shall complete the installation of the items at exactly **12PM** on **16 OCTOBER 2019**.
- 6.) All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise.

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: _____