

**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-2019-0262**

**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:

**PURCHASE OF 9 BOXES CUSTOMIZED FILIPINO GRAZING  
BOX**

*(Please see attached Request for Quotation form for more details)*

**Approved Budget for the Contract (ABC) : PHP 75,000.00**  
**Deadline of Submission of Bid : 07 October 2019, 5:00PM**  
**Opening of Bid : 08 October 2019, 2:00PM**

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

*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. Notarized Omnibus Sworn Statement
4. 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.

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.

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](mailto:citembac@citem.com.ph).

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

  
PHILGEPS  
PTTC - 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: 02-Oct-19

RFQ No: 2019-0262

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 Opening of Bids: 08 October 2019 Time: 02:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
9	boxes	Customized Filipino Grazing Box		
		<b>Specifications:</b>		
		<b>Packaging:</b>		
		15 in x 15in x 4 in box made of Sinamay or Abaca or Rattan		
		<b>Box Contents:</b>		
		1. Two (2) kinds of Filipino-made Cheese		
		2. 70% Filipino-made Dark Chocolate Bar (50g) - 1 pc		
		3. Roasted Eggplant Spread (200ml) - 1pc		
		4. Green Mango Granola with Cacao Nibs (50g) - 1 pc		
		5. Pickled Kamias, Green Mango, and Pearl Red Onion (200ml) - 1pc		
		6. Roasted Pork Belly, Inasal Style, Sliced Thin (200g) - 1 pc		
		7. Aligue Hollandaise (200ml) - 1pc		
		8. 14in x 14in x 1in Wooden Chopping Board - 1 pc		
		9. Inabel Weave Hand Towels - 1 set		
		10. Wooden Bowls - 1 set		
		11. Cheese Knife and Fork - 1 set		
		<b>Date Needed: 16 October 2019</b>		
		<b>Approved Budget : PHP 75,000.00</b>		
		<b>NOTE : Deadline of Submission of Quotation is on 07 October 2019, 5:00PM</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) \_\_\_\_\_