

**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-2019-0198**

**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 10,500PCS EVENT ID BADGE FOR MANILA  
FAME OCTOBER 2019”**

*(Please see attached Specifications for more details)*

**Approved Budget** : **PHP 75,000.00**  
**Deadline of Submission of Bid** : **07 August 2019, 5:00PM**  
**Opening of Bid** : **08 August 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

PTTC - 86  
PHILEXPORT  
CITEM : LG. 



## 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: 2 Aug 19

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

RFQ No: 2019-0198

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 August 2019    Time: 02:00PM    Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		Printing of Event ID Badge for Manila FAME - October 2019		
3,000	pcs	1. Exhibitors		
4,000	pcs	2. Guests		
2,500	pcs	3. Buyers		
300	pcs	4. Crew		
300	pcs	5. Media		
250	pcs	6. Organizer		
150	pcs	7. Staff		
		Total No. of ID Badge: 10,500 pcs		
		<i>(Please see attached specifications)</i>		
		Approved Budget : PHP 75,000.00		
		NOTE : Deadline of Submission of Quotation is on 07 August 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.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature over printed name of the Authorized Company Representative

Designation: \_\_\_\_\_

Telephone no.(s) \_\_\_\_\_

# SPECIFICATION FORM

## VISUAL DESIGN DIVISION



SERVICE REQUEST NO.

PROJECT: FAME October 2019COLLATERAL: ID BadgesDATE: 23 July 2019

SPECIFICATION: \_\_\_\_\_

SIZE: 9cms x 13cmsSTOCK: Foldcote Solid 15COLOR: 4/1PROCESS: Litho offsetNO. OF PAGES: 7 layoutsBINDING: looseOTHERS: CTP process with die cuttingQUANTITY: 10,500 pcs

PENALTY: \_\_\_\_\_

REMARKS: Delivery : 4 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 DIMAANO  
 Department Manager - CCSD