### 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-2019-0299

# 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 INSTITUTIONAL BROCHURE WITH INSERT RE. CITEM'S PARTICIPATION IN NATIONAL EXPORT CONGRESS"

(Please see attached Request for Quotation Form for more details)

Approved Budget	:	PHP 250,000.00	
Deadline of Submission of Eligibility Documents ar Financial Bid	nd :	25 November 2019, 05:00PM	
Opening of Bid	ning of Bid : 26 November 2019, 02:00F		

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. Notarized Omnibus Sworn Statement
- 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.

A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) 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. 8-831-2201 local 309 or e-mail at citembac@citem.com.ph.

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



# CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Blvd, Cor. Sen. Gil Puyat Avenue, Pasay City Tel.: (632) 8-831-2201 local 309/294 E-mail: <a href="mailto:citembac@citem.com.ph">citembac@citem.com.ph</a>



# REQUEST FOR QUOTATION

ompany Nar	ne:		Date: RFQ No:	14-Nov-1 2019-0299
ddress: ontact No.:	=		en an outer a room,	
		eunder your lowest possible price(s) for the following article(s)/work(s) which ted that the quotation be sealed, signed and stamped in an envelope and s		
	_	g of Bids: 26 November 2019 Time: 02:00PM Venue		
QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
3,500	sets	PRINTING OF INSTITUTIONAL BROCHURE WITH INSERT RE. CITEM'S PARTICIPATION IN NATIONAL EXPORT CONGRESS		
		(Please see attached Specifications for more details)		
		(Please see attached Specifications for more details)		
		Approved Budget : PHP 250,000.00		
		NOTE : Deadline of Submission of Eligibility Documents and Financial Bid is on 25 November 2019, 5:00PM		
erms and Con	dition:			
Payment will Any alteration Required doc	t be <b>Inclu</b> be process s, erasure uments, if	working days upon acceptance of Purchase/Job Order.  sive of Value Added Tax.  sed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the sor overwritings shall be valid only if they are signed or initialed by the bidder or his/her author, must be submitted within 3 Days after receipt of notice.  the right to reject any or all bids offer and waive any defects therein and accept bid/s it may	orized representative.	plier.
vantageous to		nment.	ATTY. ANNA GRACI BAC Chairma	
Per your re	equest, I/	ards Committee: We have indicated the prices of the above mentioned article(s)/work(s) on the unit te have read, understood and shall conform with the terms and conditions of this re		above.
-	Date Su	bmitted Signature over printed name of the Author	rized Company Rep	resentative

#### SPECIFICATION FORM

**VISUAL DESIGN DIVISION** 



SERVICE REQUEST NO.

PROJECT: CITEM						
COLLATERAL: Institutional Brochure with Insert						
DATE: 07 November 2019						
SPECIFICATION:						
SIZE: Brochure - 7" x 10" - Folded						
14" x 10" - spread						
Insert - 7" x 10"						
STOCK: Mohawk superfine eggshell ultra white 216 gsm						
Mohawk superfine eggshell ultra white 104 gsm						
COLOR:Full Color, 2 sides printing						
PROCESS: Litho offset						
NO. OF PAGES: 16 pages including cover						
Insert - 1 pc.						
BINDING: Saddle Stitch						
OTHERS: CTP process						
QUANTITY: 3,500 sets						
PENALTY:						
EMARKS: Delivery : 5 working days upon approval of digital proof						

Prepared by:

MARLON DEDAL Creative Arts Specialist III

Recommending Approval:

Approved by:

ARTURO CRUZ DIMAANO Department Manager