

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-2019-0204

**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:

**“HIRING OF OFFICIAL BOOTH AND VENUE ENHANCEMENTS
CONTRACTOR FOR CREATE PHILIPPINES – SEPTEMBER 2019”**

Approved Budget	: PHP 500,000.00
Pre-Bid Conference	: 15 August 2019, 02:00PM
Deadline of Submission of Eligibility Documents and Financial Bid	: 20 August 2019, 05:00PM
Opening of Bid	: 22 August 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. 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 (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 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. 8312201 local 309 or email at 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 : _____

Date: 9-Aug-19
 RFQ No: 2019-0204

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: 15 August 2019 Time: 2:00PM Venue: Meeting Room 1
 Schedule of Opening of Bids: 22 August 2019 Time: 2:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		PROJECT: CREATE PH - SEPTEMBER 2019		
		SUBJECT: OFFICIAL BOOTH AND VENUE ENHANCEMENTS CONTRACTOR		
		ESTIMATED COST: PHP 500,000.00		
		HIRING OF OFFICIAL BOOTH AND VENUE ENHANCEMENTS		
		CONTRACTOR FOR CREATE PH - SEPTEMBER 2019		
12.00	units	I. CREATE PH - CUSTOM BOOTH (RENTAL)		
		Inclusions:		
		a. Booth Structure in 2"x2" tubular metal in approved paint finish with plywood and acrylic sheet and graphics		
		b. T5 LED Tube light warm white - 9 watts		
		c. Table		
		d. Chair		
		<i>Approved Budget: Php 336,000.00</i>		
		<i>*Please see Annex A for the required BOOTH DESIGN with amenities.</i>		
		<i>*Bidders shall provide a per unit basis which should NOT exceed the rate of PHP 28,000.00 inclusive of all applicable government tax.</i>		
1.00	lot	II. ONE-STOP GOVERNMENT SERVICES (RENTAL)		
		a. System structure		
		b. System counter with graphics		
		c. Spotlights		
		d. Convenience outlet		
		<i>Approved Budget: Php 20,000.00</i>		
		<i>*Please see Annex B for the required ONE-STOP GOVERNMENT SERVICES with amenities.</i>		
		<i>*Bidders shall submit their ALL-IN PROPOSAL per line item.</i>		

1.00	lot	III. SERVICE AREAS (RENTAL)		
		a. Eating area		
		Picnic set		
		Low table with crates		
		b. Business matching / Design Talk		
		Chairs		
		Tables		
		Stools		
		Carpet		
		<i>Approved Budget: Php 80,000.00</i>		
		<i>*Please see Annex C for the required DESIGN with amenities.</i>		
		<i>*Bidders shall submit their ALL-IN PROPOSAL per line item.</i>		
1.00	lot	IV. SITEWORKS AND LOGISTICS		
		<i>Approved Budget: Php 64,000.00</i>		
		<i>*Bidders shall submit their ALL-IN PROPOSAL per line item.</i>		
		***** NOTHING FOLLOWS *****		
		The total quotation shall not exceed the Total Approved Budget :		
		Php 500,000.00		
		Deadline of Submission of Eligibility Documents and Financial Bid:		
		20 August 2019, 5PM		

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 **17 SEPTEMBER 2019 at 8AM** and dismantle on egress on **21 SEPTEMBER 2019 at 7PM**.
ARRANGEMENTS OF INGRESS AND EGRESS WILL BE DISCUSSED DURING PRE-BIDDING CONFERENCE.
- 5.) The contractor shall complete the installation of the items at exactly **12PM on 18 SEPTEMBER 2019**.
- 6.) All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise.
- 7.) Delay of delivery or installment on the indicated date & time will call for deduction of 10% of contract price.

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: _____

TERMS OF REFERENCE

1. PROJECT TITLE

**HIRING OF OFFICIAL BOOTH AND VENUE ENHANCEMENTS CONTRACTOR
FOR CREATE PHILIPPINES – SEPTEMBER 2019**

2. OBJECTIVES

- 2.1 To hire an Official Booth Contractor (OBC) that can provide a service package of high-quality and highly maintained booths whether aluminum based or custom fabricated booths and booth amenities;
- 2.2 To hire an Official Contractor who can execute customized and fabricated pavilions/special setting and organizers areas;
- 2.3 To hire an Official Contractor to act on on-site logistics and incidental requirements for electrical, specialized lighting, warehousing, logistics, carpet and aisle carpet supply, installation and dismantling, etc.;
- 2.4 To hire an Official Contractor to execute the electrical, and venue enhancements in support of the exhibition design of the show.

3. SCOPE

The OBC will have the overall responsibility in fabricating/ mounting of the following components/ areas:

1. *CREATE PH – Custom Booth*
2. *One-Stop Government Services*
3. *Service Areas*
4. *Carpeting and Other Aluminum System Collaterals to be identified and agreed upon.*

The OBC shall also be the Official Utility Contractor of the show who has the overall responsibility for any electrical and water requirements.

4. BUDGET

The total approved budget for the contract (ABC) is Php500,000.00 (tax inclusive) with breakdown estimates as follows:

- 4.1 Total estimated **CREATE PH – CUSTOM BOOTH** budget is **Php336,000** (tax inclusive) with a total estimated number of booths of **12 UNITS**.

Please see Annex A for the required BOOTH DESIGN with amenities.

- 4.2 Total approved budget for **ONE-STOP GOVERNMENT SERVICES** is **Php 20,000.00**

Please see Annex B for the required ONE-STOP GOVERNMENT SERVICES with amenities

- 4.3 Total approved budget for **SERVICE AREAS** is **Php 80,000.00**

Please see Annex C for the required DESIGN with amenities

4.4 Total approved budget for SITEWORKS AND LOGISTICS is 64,000.

5. METHOD OF QUOTATION

- 5.1 The qualified bidders shall provide in their proposal for item 4.1 (CREATE PH - BOOTH) a per unit basis which should NOT exceed the rate of PHP 28,000.00 inclusive of all applicable government taxes;
- 5.2 The qualified bidder shall submit their ALL-IN proposal per line item for items 4.2 to 4.4
- 5.3 That the total quotation of the bidder shall not exceed the TOTAL approved budget.

6. SELECTION METHOD

The contractor who offered the TOTAL LOWEST CALCULATED BID shall be recommended as the winning bidder.

7. PENALTY

- a. In case of breach or failure to comply with the timeline to be discussed with the bidders in the a deduction shall be imposed equivalent to one percent (1%) of the total contract price for every hour of delay.
- b. Likewise, in case of poor or substandard quality of work and unapproved deviation from specifications, a deduction shall be imposed equivalent to 10% of the amount of the component.
- c. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, the procuring entity shall rescind the contract without prejudice to other course of action and remedies open to it.

Prepared by:


KATHERINE MAY G. APODACA
STIDS, EDD

Noted by:


ATTY. ANNA GRACE MARPURI
Department Manager, OG1 

Approved by:


MA. LOURDES D. MEDIRAN
Deputy Executive Director, CITEM

ANNEX A



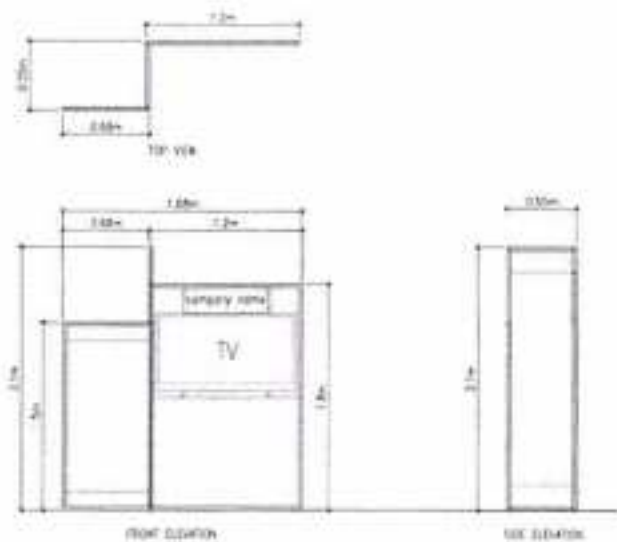
CREATE PH - CUSTOM BOOTH



BOOTH INCLUSIONS

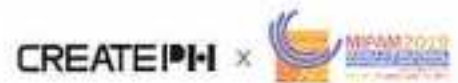
(Structure accommodates two exhibitors)

- 1 unit - Booth Structure
- 2 units - Company name
- 2 units - Company profile
- 2 units - Round table
- 4 units - Chairs
- 2 units - MIPAM x CREATE PH Event Logo
- 1 lot - Lighting
- 2 units - Convenience outlet



*Note: separate working drawing will be given

ANNEX B

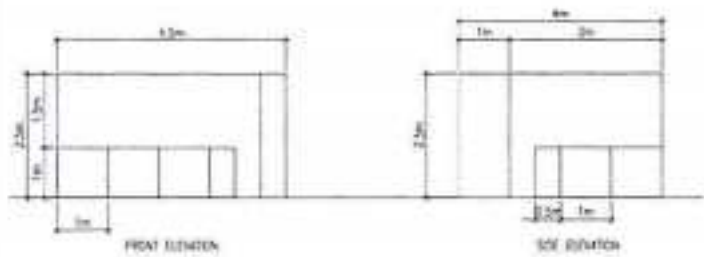
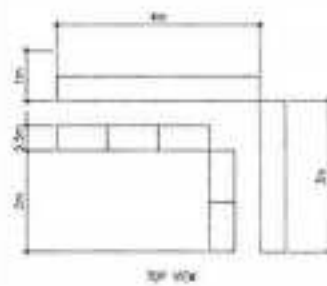


ONE-STOP GOVERNMENTAL SERVICES



INCLUSIONS

- 1 lot - System structure with graphics
- 5 units - System counter with graphics
- 6 units - Spotlights
- 6 units - Convenience outlet



*Note: separate working drawing will be given

ANNEX C



SERVICE AREAS

EATING AREA / BUSINESS MATCHING LOUNGE / DESIGN TALK

INCLUSIONS

- 6 sets - Picnic Set
- 6 sets - Table w/ crates



Spool Table Height: 20-26"
Crate Size: 18" x 14" x 10"

INCLUSIONS

- 4 units - Chair
- 2 units - Table
- 12 units - Stools
- 1 lot - Carpet



*Note: separate wiring drawing will be given