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-2019-0298

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 PLACEMATS AND GIFT TAGS AS CITEM CORPORATE GIVEAWAY"

(Please see attached Specifications Form for more details)

Approved Budget	:	PHP 250,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	i :	25 November 2019, 05:00PM
Opening of Bid	:	26 November 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
- 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. 8-831-2201 local 309 or e-mail at citembac@citem.com.ph.





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: citembac@citem.com.ph

DECLIEST FOR QUOTATION

s office. It is requ	pereunder your lowest possible price(s) for the following article(s)/work(s) which a dested that the quotation be sealed, signed and stamped in an envelope and submining of Bids: 26 November 2019 Time: 02:00PM Venue: ARTICLE / WORK / DESCRIPTION / SPECIFICATION PRINTING OF PLACEMATS AND GIFT TAGS AS CITEM	re urgently needenitted to CITEM Meeting F	BAC.
UANTITY UNI	ARTICLE / WORK / DESCRIPTION / SPECIFICATION		Room 1
		UNIT PRICE	
1 lot	DDINTING OF DI ACEMATS AND CIET TAGS AS CITEM		AMOUNT
	CORPORATE GIVEAWAY		
	NOTE: Participating printer / supplier should be within the vicinity of Metro Manila Only		
	(Please see attached Specifications Form for more details)		
	Approved Budget : PHP 250,000.00		
	Deadline of Submission of Eligibility Documents and Financial Bid is on 25 November 2019, 5:00PM		
Payment will be pro Any alterations, eras Required document	working days upon acceptance of Purchase/Job Order. nclusive of Value Added Tax. cessed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the sures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authors, if any, must be submitted within 3 Days after receipt of notice. Trives the right to reject any or all bids offer and waive any defects therein and accept bid/s it may covernment.	rized representative.	E I. MARPURI

Designation: _ Telephone no.(s) _

SPECIFICATION FORM

VISUAL DESIGN DIVISION



SERVICE REQUEST NO.

PROJECT:
COLLATERAL: OED Placemat with Gift Tags
DATE: 18 November 2019
SPECIFICATION:
SIZE: Place mat Inside - 12" x 18" - Folded
Place mat Cover - 16" x 18" - Spread
Gift Tags - 12 cm x 12 cm
STOCK: Place mat - Cover Front- Foldcote solid 15 with matt lam. Cover Back - Chip Board 15
Inside Placemat - Bookpaper 80 lbs. Gift Tags - Fold cote solid 15 with matt lam.
COLOR: Place mat - Full Color
Gift tags - Full Color
PROCESS: Litho Offset
NO. OF PAGES: Place mat - 7 layouts
Gift Tags - 6 layouts
BINDING: Gift Tags - with die cutting, Place mat - with padding, pasting
OTHERS: CTP process
QUANTITY: Place mat - 7 layouts @ 10 pcs. (70 sheets) x a.) 100 pads b.)150 pads c) 250 pad
Total 7,000 sheets excluding cover., Gift Tags - a.) 6 layouts x 100 sets. b.) 6 layouts x 150 set
PENALTY:c.) 6 layouts x 250 sets.
REMARKS:Delivery : 7 working days upon receipt of complete materials

Prepared by:

MARLON DEDAL Creative Art Specialist III

Recommending Approval:

ARTURO CRUZ DIMAANO Department Manager -CCSD

Approved by: