

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	: 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**
- 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. 8-831-2201 local 309 or e-mail at citembac@citem.com.ph.



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

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 pads

Total 7,000 sheets excluding cover., Gift Tags - a.) 6 layouts x 100 sets. b.) 6 layouts x 150 sets

PENALTY: c.) 6 layouts x 250 sets.

REMARKS: Delivery : 7 working days upon receipt of complete materials


Prepared by:


Dindo Habelito

Recommending Approval:


MARLON DEDAL
Creative Art Specialist III

Approved by:


ARTURO CRUZ DIMAANO
Department Manager -CCSD