

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-2019-0303

**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:

**SUPPLY AND INSTALLATION OF  
PORTABLE POS (POINT OF SALES) SYSTEM FOR CITEM EVENTS**  
(Please see attached *Request for Quotation (RFQ) Form* for more details)

Approved Budget	: PHP 56,000.00
Pre-bid Conference	: 26 November 2019, 02:00PM
Deadline of Submission of Eligibility Documents and Financial Bid	: 29 November 2019, 05:00PM
Opening of Bid	: 03 December 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 (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. Bids shall be valid for 120 calendar days from the date of the opening of bids.

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. (02) 8-831-2201 local 309/294 or email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

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

PHILEXPORT  
PTTC-8  
CITEM  
  




## REQUEST FOR QUOTATION

Shopping with ABC of Php 50,001 and above  Small Value Procurement with ABC of Php 50,001 and above

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

Date: 18-Nov-19  
RFQ No: 2019-0303

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.

Pre-bid Conference:	<u>26 November 2019</u>	Time:	<u>02:00PM</u>	Venue:	<u>Meeting Room 1</u>
Opening of Bids:	<u>03 December 2019</u>	Time:	<u>02:00PM</u>	Venue:	<u>Meeting Room 1</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<b>SUPPLY AND INSTALLATION OF PORTABLE POS (POINT OF SALES) SYSTEM FOR CITEM EVENTS</b>		
		<b><u>Specifications:</u></b>		
		• Contains POS back-end server module		
		• Can create multiple locations (branches, events, locations, etc)		
		• Can use multiple locations at the same time		
		• Can assign items to location		
		• Contain maintenance(add/edit/delete) for users, items, prices, etc.		
		• Capable of Stock Transfer, Stock IN/OUT, POS Query, Stockcard Details, Stockcard Received		
		• With Report Generation		
		- Transaction List (sales register, daily sales record, cashier variance (Short/Over)		
		- Stock Received Variance Report (Short/Over on delivery)		
		- Inventory Report (Inventory Movement)		
		• 1 Tablet as POS Terminal		
		• Connected to POS Server by WIFI or thru Internet (FTP) connection		
		• Touch screen entry of items (by buttons)		
		• Cash IN & Cash OUT Entry		
		• Capable to void, delete all - cancel transactions, line void, change price, change quantity, order slip list		
		• With cash count module to determine SHORT/OVER collection		
		• With cashier reading, terminal reading end-of-day reading		
		• Cashless payment ready using NFC cards		
		• With Stock Receiving, Stock IN/OUT (stock adjustment), Beginning Inventory, and Stock Transfer		
		• With 5.99" HD screen, Machine Body 13mm, Support 4G Netcom, Wifi 2.4G/5G, with eSim Technology, 5MP, Flash, AF Support, QR Code Scanning, Professional 1D scanning		
		• With built-in high speed thermal printer		
		• With paper width of 58mm, paper roll diameter of 40mm		
		• With non-removable lithium battery 7.6V / 2580mAh		

	<ul style="list-style-type: none"> <li>Support bluetooth 2.1 / 3.0 / 4.2</li> </ul>		
	<ul style="list-style-type: none"> <li>Memory 2G RAM + 16GB ROM</li> </ul>		
	<ul style="list-style-type: none"> <li>Support GPS and AGPS</li> </ul>		
	<ul style="list-style-type: none"> <li>Input: AC100 - 240V; Output: DC 5V / 2A Adapter</li> </ul>		
	<ul style="list-style-type: none"> <li>With 1x Type-C USB; Support OTG</li> </ul>		
	<ul style="list-style-type: none"> <li>With Implementation Services (Installation, Training and Live-run support)</li> </ul>		
	<ul style="list-style-type: none"> <li>With BIR Accreditation</li> </ul>		
	- (payment of accreditation will be shouldered by the winning bidder)		
	<ul style="list-style-type: none"> <li>VAT inclusive</li> </ul>		
	<b>Delivery Date:</b> 30-45 days upon receipt of purchase order		
	<b>Approved Budget :</b> <u>PHP 56,000.00</u>		
	<b>BID VALIDITY:</b>		
	All bids shall be valid for 120 calendar days from the date of the opening of bids.		
	<b>Deadline of Submission of Eligibility Documents and Financial Bid is on 29 November 2019, 5:00PM</b>		

**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) \_\_\_\_\_