

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-2019-0273

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:

REFILL OF CITEM FIRE EXTINGUISHERS

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

Approved Budget	: PHP 74,800.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 14 October 2019, 05:00PM
Opening of Bid	: 15 October 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**
- 5. ISO Certificate**
- 6. BPS Certificate**

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.

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: 03-Oct-19

RFQ No: 2019-0273

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 Opening of Bids: 15 October 2019 Time: 02:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		REFILL OF THE FOLLOWING FIRE EXTINGUISHERS:		
units	25	1. Gauge Type; 10lbs; Dry Chemical <u>Budget: PHP 900.00 / unit</u>		
units	47	2. Catridge Type; 10lbs; Dry Chemical <u>Budget: PHP 900.00 / unit</u>		
		<u>Scope of Work:</u>		
		I. Contractor to refill the fire extinguishers with mono ammonium phosphate powder chemical		
		II. Contractor to repair / replace the other parts of the units, if necessary, like hose, gauge, handle and catridge		
		III. Contractor to inspect the units together with CITEM representative to determine parts to be replaced before pull-out.		
		IV. Contractor to indicate rate / bid for each part including cost of refill of required chemical.		
		<u>Budget for all the parts to be replaced: Php 7,000.00</u>		
		V. Contractor to have one (1) unit randomly selected by CITEM representative after refilled to be tested at PIPAC for chemical analysis. Passing percentage for dry chemical should at least be 80%. Should the test fail the pasing percentage, the contractor shall again refill ALL units, otherwise, all delivered units shall be considered rejected and shall not be paid.		
		VI. Cost of test including mobilization shall be care of the contractor.		
		<u>Budget for test and mobilization: Php 3,000.00</u>		

		VII. Contractor should be ISO and BPS Certified and must		
		submit its ISO and BPS Certification		
		VIII. Contractor to provide 32 servicing units (dry chemical;10lbs)		
		during refill period.		
		IX. Warranty of works/parts/chemical: 1 year for Dry Chemical		
		Total Approved Budget for the Contract: <u>PHP 74,800.00</u>		
		NOTE : Deadline of Submission of Quotation is on 14 October 2019, 5:00PM		

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) _____