CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
Tel.: (632) 831-2201 local 309/218 E-mail: citembac@citem.com.ph Fax: (632) 833-1284/834-0177

CITEM.BAC.FR.009

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: 02-Sep-19
RFQ No: 2019-0226

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: 10 September 2019 **Time:** 02:00PM **Venue:** Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
200	**pax**	**Food and Beverage Caterer for Trade and Tourism Networking**		
		Night 2019 with Philippine Exporters and MICE Players		
		Date: **13 September 2019, 5:00PM - 9:00PM**		
		Venue: **Philippine Trade Training Center (PTTC) Lobby**		
		(Please see attached Terms of Reference for more details)		
		Approved Budget : PHP 100,000.00		
		NOTE : Deadline of Submission of Quotation is on 09 September 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 (SGD
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) _____