

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-2019-0253

**REQUEST FOR QUOTATION
(SHOPPING)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

PURCHASE OF VARIOUS OFFICE SUPPLIES

Please see attached Request for Quotation for the detailed List of Supplies.

Quantity	Unit	Description	Approved Budget for the Contract (ABC)
1	lot	Batteries	Php 2,256.00
4	btl	Alcohol, Isoprophyl 500ml	Php 384.00
1	lot	Sign Pens	Php 3,932.60
1	lot	Balikbayan Boxes	Php 2,520.00
2	bundle	Bubble Wrap 52in X 100m	Php 4,320.00
1	lot	'Envelope	Php 2,400.00
1	lot	Flag Tabs	Php 5,340.00
1	lot	Folder	Php 2,196.00
1	lot	'Glue	Php 1,236.00
1	pad	'Sticky Note Pad 4in X 6in	Php 96.00
1	lot	'Papers	Php 15,332.00
1	lot	'Pencil	Php 1,133.50
4	pcs	Cutter, Heavy Duty Knife, Big	Php 2,160.00
4	pcs	'Foam Board, White, 30in X 40in	Php 1,920.00
20	roll	'Nylon String 0.60	Php 1,000.00
4	pcs	Cd / Dvd Double-Sided Marker, Extra Fine	Php 400.00
1	lot	'Ring Binder	Php 1,692.00
2	pcs	Stapler, Heavy Duty with Remover	Php 960.00
2	roll	Stretch Film, 500mm	Php 1,200.00
1	lot	'Tape	Php 28,785.00
1	lot	'Epson Consumables	Php 19,320.00

Deadline of Submission of Bid : 07 October 2019, 5:00 PM
Opening of Bid : 08 October 2019, 2:00 PM

The Notice of Award shall only be issued to the lowest calculated bidder (*on a per lot basis*) who has complied with the following eligibility documents:

1. Mayor's Permit for the current year
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.

Quotations may be submitted to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.

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 309/294 or e-mail at citembac@citem.com.ph.

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

PHILEXPORT
PTC-M
SG DEACBAC
CITEM



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: 19-Sep-19
 RFQ No: 2019-0253

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: 08 October 2019 Time: 2:00PM Venue Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
PURCHASE OF THE FOLLOWING SUPPLIES:				
1	lot	BATTERIES	<i>Approved Budget: Php 2,256.00</i>	
22	pcs	i. Battery AA		
25	pcs	iii. Battery AAA		
4	btl	ALCOHOL, ISOPROPHYL 500ml	<i>Approved Budget: Php 384.00</i>	
1	lot	SIGN PENS	<i>Approved Budget: Php 3,932.60</i>	
10	pcs	i. Sign Pen, G-Tech, 0.5mm needle tip (black)		
12	pcs	ii. Sign Pen, G-Tech, 0.5mm needle tip (blue)		
3	pcs	iii. Sign Pen, G-Tech, 0.5mm needle tip (red)		
88	pcs	iv. Ordinary, Plastic point with metal collar, Ballpen (black)		
15	pcs	v. Ordinary Ballpen (blue)		
10	pcs	vi. Ordinary Ballpen (red)		
15	pcs	vii. Ordinary Ballpen (purple)		
15	pcs	viii. Refillable, 0.70mm, Ballpen (black)		
3	pcs	xi. Ultra fine, Bio-polymer ink, 0.4mm, Ballpen (black)		
1	lot	BALIKBAYAN BOXES	<i>Approved Budget: Php 2,520.00</i>	
7	pcs	i. Balikbayan Box No.3		
7	pcs	ii. Balikbayan Box No.6		
2	bundle	BUBBLE WRAP 52in x 100m	<i>Approved Budget: Php 4,320.00</i>	
1	lot	ENVELOPE	<i>Approved Budget: Php 2,400.00</i>	
145	pcs	i. Long Brown Expanding Envelope		
10	pcs	ii. Short Brown Expanding Envelope		
120	pcs	ii. Short Brown Ordinary Envelope		
1	lot	FLAG TABS	<i>Approved Budget: Php 5,340.00</i>	
30	pcs	i. "Sign Here" Flag Tab		
2	pack	ii. Arrow Flag Tab		

1	lot	FOLDER	Approved Budget: Php 2,196.00		
80	pcs	i. Long Ordinary Folder			
80	pcs	ii. Short Ordinary Folder			
30	pcs	ii. Long, Green, Pressboard Folder			
1	lot	GLUE	Approved Budget: Php 1,236.00		
4	tube	i. Permanent, Multi-Purpose, Glue (130 grams)			
14	tube	ii. Adhesive Instant, Glue (3 grams)			
1	pad	STICKY NOTE PAD 4in x 6in	Approved Budget: Php 96.00		
1	lot	PAPERS	Approved Budget: Php 15,332.00		
3	reams	i. A3 Copy paper, 80gsm			
10	pack	ii. A4 Sticker Paper, Matte (10 sheet per pack)			
2	pack	iii. A4 Sticker Paper, Glossy (10 sheet per pack)			
10	pack	iv. A4 Sticker Paper, Glossy (20 sheet per pack)			
16	pack	v. A4 Photo Paper, Matte (10 sheet per pack)			
3	pack	vi. A4 Photo Paper, Matte (20 sheet per pack)			
2	pack	vii. A3 Photo Paper, Matte (20 sheet per pack)			
2	pack	viii. A3 Photo Paper, Glossy (20 sheet per pack)			
1	lot	PENCIL	Approved Budget: Php 1,133.50		
50	pcs	i. Pencil lead with eraser wood case			
10	pcs	ii. Standard Pencil with Eraser No. 2			
4	pcs	CUTTER, HEAVY DUTY KNIFE, BIG	Approved Budget: Php 2,160.00		
4	pcs	FOAM BOARD, WHITE, 30in x 40in	Approved Budget: Php 1,920.00		
20	roll	NYLON STRING 0.60	Approved Budget: Php 1,000.00		
4	pcs	CD / DVD DOUBLE-SIDED MARKER, EXTRA FINE	Approved Budget: Php 400.00		
1	lot	RING BINDER	Approved Budget: Php 1,692.00		
6	pcs	i. Ring Binder, 1/4 in			
4	pcs	ii. Ring Binder, 5/16 in			
4	pcs	iii. Ring Binder, 7/16 in			
6	pcs	iv. Ring Binder, 1/2 in			
4	pcs	v. Ring Binder, 5/8 in			
3	pcs	vi. Ring Binder, 3/4 in			
4	pcs	vii. Ring Binder, 7/8 in			
6	pcs	viii. Ring Binder, 1 in			
6	pcs	ix. Ring Binder, 1 1/8 in			
6	pcs	x. Ring Binder, 1 1/2 in			
6	pcs	xi. Ring Binder, 2 in			
2	pcs	STAPLER, HEAVY DUTY WITH REMOVER	Approved Budget: Php 960.00		
2	roll	STRECH FILM, 300mm	Approved Budget: Php 1,200.00		

1	lot	TAPE	Approved Budget: Php 28,785.00
20	roll	i. Tape, Masking 1/2 in	
45	roll	ii. Tape, Carpet 2 in (gray)	
55	roll	iii. Tape, Carpet 2 in (black)	
7	roll	iv. Tape, Double Adhesive, with Foam 1 in	
25	roll	v. Tape, Double Adhesive, without Foam 1/2 in	
36	roll	vi. Tape, Double Adhesive, without Foam 1 in	
20	roll	vii. Tape, Double Adhesive, without Foam 2 in	
1	lot	EPSON CONSUMABLES	Approved Budget: Php 19,320.00
4	btl	i. Ink, T6731 (black)	
4	btl	ii. Ink, T6732 (cyan)	
6	btl	iii. Ink, T6733 (magenta)	
6	btl	iv. Ink, T6734 (yellow)	
2	btl	v. Ink, T6735 (light cyan)	
2	btl	vi. Ink, T6736 (light magenta)	
2	pcs	vii. Printer Ribbon, Model LX 200-11	
NOTE: Award shall be on per lot basis .			
Deadline of Submission of Bids is on 07 October 2019, 5PM			

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) _____