

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-2019-0301

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:

**“HIRING OF OFFICIAL SIGNAGE CONTRACTOR FOR
NATIONAL EXPORT CONGRESS 2019”**

Approved Budget	: PHP 80,000.00
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**
5. **Company Profile**

Financial Bid (2nd Envelope)

1. **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**
2. **Signage Printer / Contractor Bidding 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. (02) 8-831-2201 local 309/294 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: 12-Nov-19
RFQ No: 2019-0301

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: 26 November 2019 Time: 02:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	HIRING OF THE OFFICIAL SIGNAGE CONTRACTOR FOR THE NATIONAL EXPORT CONGRESS 2019		
		Project: National Export Congress 2019		
		Subject: Signages, Graphics and Printing		
		Estimated Cost: PHP 80,000.00		
		<i>(Please see attached Terms of Reference for more details)</i>		
		Approved Budget : <u>PHP 80,000.00</u>		
		Deadline of Submission of Eligibility Documents and Financial Bid is on 25 November 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) _____

TERMS OF REFERENCE

CITEM Official Signage/Graphic Printing Contractor for National Export Congress 2019 (For the period of December 2019)

A. OBJECTIVE: To engage the services of a supplier to provide signage/graphic requirements.

1. The term of the contract shall be for **December 2019 for National Export Congress 2019.**
2. Project cost is **Php 80,000.00**, and likewise be the ABC of the Project.
3. The Procuring Entity (PE) shall issue a corresponding Job Orders (J.Os.), based on actual orders and specific requirements of the project

***NOTE:** The contract to be awarded will cover the above project. Budget allocation is reflected on the Purchase request and considered as ABC of the project; and issuance of individual Job Orders will be based on actual and specific requirements of the project.*

B. WHO ARE ELIGIBLE TO BID.

1. Only persons/companies meeting all the following requirements shall be eligible/qualified to participate in the bidding:
 - a. Companies / Entities legally registered as signage/graphics contractor with a good track record and experience in production/printing of said requirements for at least 3 years;
 - b. Companies without prior or outstanding obligation (such as payment or service due) to CITEM; and
 - c. Companies which are not blacklisted in any government agencies.

C. BASIC CONDITIONS.

1. The Contractor shall take charge of the production and handling, as well as the installation and dismantling of all signage/graphics requirements of CITEM projects for the specific requirements and within the dates/venues specified.
2. Bid price must be on per square meter basis for all categories unless otherwise indicated.
3. CITEM shall issue corresponding Job Order (J.O.) to the Contractor for the actual orders and specific requirement based on awarded rates.
4. The company with the lowest bid price in a category shall be considered the winning bidder for such category.
5. CITEM shall provide the design and specifications for all items. Contractor shall, if required, provide sample print/s and shall seek approval of the same prior to actual printing.
6. The Contractor shall coordinate directly with CITEM's Exhibition Design Division (EDD) in confirming all signage/graphics requirements, as well as in seeking approval for samples to be submitted.
7. The Contractor shall provide labor and materials including scaffolding for the installation, dismantling and 2-way hauling of all signage/graphic requirements of CITEM including but not limited to materials such as frames, poles, and other fixtures whenever applicable.
8. The Contractor shall deploy a minimum of 15 technically competent workers during ingress and egress periods, which should be knowledgeable of all services offered by the contractor and should be able to adequately answer all questions raised by CITEM personnel in relation to their deliverables

signage/graphic requirements.

9. The Contractor shall undertake to do simultaneous installations related to item No. 6. The supervisors will be responsible for on-site supervision to effect liaison with CITEM and its designated representative/s.
10. The Contractor shall undertake to perform the work wholly by itself without assigning or sub-contracting any part of it to a third party.
11. The Contractor shall provide maintenance service or after-sales service as a guarantee of good work for the whole duration of the Project, and shall assign personnel who shall be on call whenever their services will be required.
12. The Contractor shall be liable for damages of any parts of the facility or the exhibition venue caused by faulty installation. It shall perform its obligation under this agreement in accordance with best accepted professional standards. It shall exercise responsible skill, care and diligence in the discharge of the duties agreed to be performed.
13. The Contractor must dismantle the items/structure and haul the same to CITEM-designated warehouse/s with care to avoid damages. Damages incurred or caused by the Contractor shall be repaired/replaced at the Contractor's expense.
14. In the event that the Contractor cannot supply the request, CITEM reserves the right to source said request from other suppliers/printers provided such supplier/printers had undergone through the procurement process.
15. The Contractor must coordinate directly with the personnel in-charge for the use of the equipment and facilities of the exhibition venue.

D. PENALTY.

1. In case of breach or failure to comply with the agreed timeline during the pre-bidding seminar, a deduction shall be imposed equivalent to one percent (1%) of the total contract price for every hour of delay.
2. Likewise, in case of poor or substandard quality of work and deviation from specifications, a deduction shall be imposed equivalent to 10% of the amount of the component.
3. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, the procuring entity shall rescind the contract without prejudice to other course of action and remedies available.

E. OTHER PERTINENT CONDITIONS.

1. The performance of the awarded suppliers shall be subjected to review and evaluation by the PE through the CITEM EDD and Project Secretariat. Unsatisfactory performance of the contractor shall render the contract invalid and CITEM shall undertake / takeover of contracts or other mode to continue the project, at the expense of the contractor.
2. In case CITEM terminates the contract of the Official Contractor based on unsatisfactory performance, the said Contractor shall be banned from participating in any CITEM's projects for the succeeding year/s, the actual length of it will be based on CITEM's specified timeframe.
3. The selected Official Contractor may request cancellation of the contract in case of force majeure such as

natural calamities and other circumstances like bankruptcy, which may prevent it from performing the services contracted for. However, CITEM reserves the right to assess and evaluate the validity of reason for the termination of the contract.

4. There shall be no employer-employee relationship between CITEM and the Contractor, Contractor's personnel and Supervisors.
5. All payments due to the Contractor shall be subject to deduction of the withholding tax and, if applicable, the Value-Added Tax (VAT).
6. All other stipulations mentioned in the Minutes of the Meeting with the bidders and/or CITEM-BAC and written communications from CITEM shall constitute as part of these bidding guidelines.
7. CITEM-BAC reserves the right to reject any or all bids, waive any formality required therein, and recommend the award that is most advantageous to CITEM as the government procuring entity.


F. APPROVED BUDGET OF THE CONTRACT.

Php 80,000.00 (VAT Inclusive).

G. CONDITIONS FOR PAYMENT.

Payment shall be made to the contractor only after the event based on actual orders made and approved by the Exhibition Design Division and/or Department Manager of the Communications and Creative Services Department.


Prepared by:


NORMAN BAGULBAGUL
Officer-In-Charge
Exhibition Design Division

Recommending Approval:


ARTURO CRUZ DIMAANO
Department Manager III
Communications and Creative Services Department

Approved by:


PAULINA SUACO-JUAN
Executive Director, CITEM



SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

I. PRINTING AND MATERIAL COST (Delivery Only)

PROCESS	Tarpaulin		Perforated Tarpaulin		Satin	Canvass	Polyester-Nylon	Magnetic sticker
	With Print	Without Print (Plain)	With Print	Without Print (Plain)				
Inkjet								
Indoor								
Outdoor								

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets and fastening materials.

II. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING (Installation on-site and/or existing CITEM structure)

PROCESS	Tarpaulin		Perforated Tarpaulin		Satin	Canvass	Polyester-Nylon	Magnetic sticker
	With Print	Without Print (Plain)	With Print	Without Print (Plain)				
Inkjet								
Indoor								
Outdoor								

III. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING. Front Framing only (see page 2 for sample)

PROCESS	Tarpaulin		Perforated Tarpaulin		Satin	Canvass	Polyester-Nylon	Magnetic sticker
	With Print	Without Print (Plain)	With Print	Without Print (Plain)				
Inkjet								
Indoor								
Outdoor								

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets and fastening materials.

SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

IV. PRINTING AND MATERIAL COST (Delivery Only)

PROCESS	Printable Sticker			Printable Sticker on 3mm Sintra Board			Printable Sticker on Foam Board			Perforated Glass Sticker	
	None	Matte	Glossy	Clear	None	Matte	Glossy	None	Matte		Glossy
Lamination											
Indoor											
Outdoor											

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, fastening materials and boards.

V. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING (Installation on-site and/or existing CITEM structure)

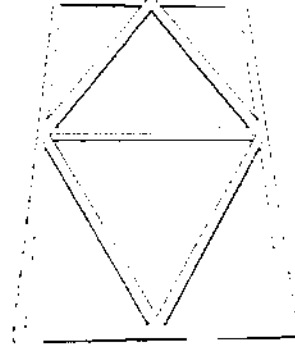
PROCESS	Printable Sticker			Printable Sticker on 3mm Sintra Board			Printable Sticker on Foam Board			Perforated Glass Sticker	
	None	Matte	Glossy	Clear	None	Matte	Glossy	None	Matte		Glossy
Lamination											
Indoor											
Outdoor											

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, fastening materials and boards.

VI. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING. Front Framing only. (see below)

PROCESS	Printable Sticker on 3mm Sintra Board			Printable Sticker on Foam Board		
	None	Matte	Glossy	None	Matte	Glossy
Lamination						
Indoor						
Outdoor						

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, fastening materials and boards.



FRONT FRAME ONLY: Sample framing only

SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

CITEM.EDD.FR.005
REV 3

VII. ADDITIONAL STIFFENER

STIFFENER COST PER LINEAR METER	1" PVC PIPE	1" HOLLOW BI PIPE #20	1"x 1" SQUARE HOLLOW TUBULAR METAL	2"x 2" SQUARE HOLLOW TUBULAR METAL	1/2" SOLID ROUND BAR	1" X 1" ALUMINUM	1" DIA. CHROME PIPE

VIII. ADDITIONAL STIFFENER - KILN DRIED WOOD PER LINEAR METER

STIFFENER	1" X 1"	2" X 2"
WITH PAINT		
WITHOUT PAINT		

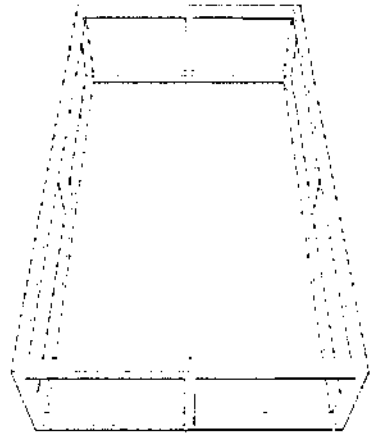
Note: Bid price is on per linear meter basis. to include cost of finishing of the stiffener.

IX. FULL FRAMING STRUCTURE (Including Fastening accessories e.g. rivets, bolts, washers, etc.)

MATERIAL	WITH PAINT	WITHOUT PAINT
1" X 2" Lumber		
2" x 2" Lumber		
1"X1" Square Hollow Tubular Metal		
2"X2" Square Hollow Tubular Metal		
1"X 1" Angle Bar		

} *minimum 3mm thickness

Note: Bid price is on per linear meter basis



FULL FRAME: Sample framing only

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

X. **INSTALLATION/ DISMANTLING/ AND 2 WAY HAULING OF EXISTING CITEM SIGNAGES**
(Including Structure/ Frame Components)

MATERIAL	COST
Aisle Signage (1 LOT)	
Indoor Signage	
Outdoor Signage (eg. fence banners, billboard)	
1- 5 sq.m.	
6-10 sq.m.	
10 sq.m. and above	

Submitted By: _____ Company Name & Signature over Printed Name

Date: _____

SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XI. VINYL STICKER CUT OUT

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

XI.A. COST OF VINYL STICKER CUT-OUTS with TRANSFER TAPE (Delivery Only)

Vinyl Sticker Cut-out with transfer tape
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XI.B. COST OF VINYL STICKER CUT-OUTS with TRANSFER TAPE (Delivery, Installation, Dismantling, 2-Way Hauling)

Vinyl Sticker Cut-out with transfer tape
--

XI.C. COST OF VINYL STICKER CUT-OUT MOUNTED ON CUT OUT MATERIAL (Delivery Only)

	Acrylic		Plywood	Sintra Board	
	3mm	6mm		3mm	6mm
Vinyl Sticker Cut-out mounted on cutout material:		12mm	3/4" thk		12mm

XI.D. COST OF VINYL STICKER CUT-OUT MOUNTED ON CUT OUT MATERIAL (Delivery, Installation, Dismantling, 2-Way Hauling)

	Acrylic		Plywood	Sintra Board	
	3mm	6mm		3mm	6mm
Vinyl Sticker Cut-out mounted on cutout material:		12mm	3/4" thk		12mm

XII. VINYL STICKER COST OF MATERIAL (DELIVERY ONLY)

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

Vinyl Sticker

XIII. VINYL STICKER COST OF MATERIAL WITH INSTALLATION ON EXISTING PANEL STRUCTURE

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

Vinyl Sticker

SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XIV. DIGITAL PRINT STICKER CUT OUT

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

XIV.A. COST OF DIGITAL PRINT OF STICKER CUT-OUTS WITH TRANSFER TAPE (Delivery Only)

Digital Sticker Cut-out with transfer tape
--

XIV.B. COST OF DIGITAL PRINT OF STICKER CUT-OUTS WITH TRANSFER TAPE (Print, Delivery, Installation, Dismantling, 2-Way Hauling)

Digital Sticker Cut-out with transfer tape
--

XIV.C. COST OF DIGITAL PRINTING OF STICKER CUT-OUT MOUNTED ON CUT-OUT MATERIAL (Delivery Only)

Digital Sticker Cut-out mounted on cut-out material:	Acrylic		Plywood		PVC Board		3mm Sintra Board	
	3mm	6mm	12mm	1/2" thk	3/4" thk	3mm	6mm	12mm

XIV.D. COST OF DIGITAL PRINTING OF STICKER CUT-OUT MOUNTED ON CUT-OUT MATERIAL (Print, Delivery, Installation, Dismantling, 2-Way Hauling)

Digital Sticker Cut-out mounted on cut-out material:	Acrylic		Plywood		PVC Board		3mm Sintra Board	
	3mm	6mm	12mm	1/2" thk	3/4" thk	3mm	6mm	12mm

SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XV. BOARD CUT OUT

XV.A. COST OF MATERIALS (Delivery only)

PLYWOOD 1/2" thk	Sintra Board 3mm
PLYWOOD 3/4" thk	Sintra Board 6mm
PLYWOOD 1/2" thk with paint	Sintra Board 12mm
PLYWOOD 3/4" thk with paint	Acrylic 3mm
MDF 18mm	Acrylic 6mm
MDF 18mm with paint	Acrylic 12mm
MDF 12mm	Acrylic built up letters
MDF 12mm with paint	

Note: Bidding price is on a per square meter basis

XV.B. COST OF LABOR AND MATERIALS (Delivery, Installation, Dismantling & 2-Way Hauling)

PLYWOOD 1/2" thk	Sintra Board 3mm
PLYWOOD 3/4" thk	Sintra Board 6mm
PLYWOOD 1/2" thk with paint	Sintra Board 12mm
PLYWOOD 3/4" thk with paint	Acrylic 3mm
MDF 18mm	Acrylic 6mm
MDF 18mm with paint	Acrylic 12mm
MDF 12mm	Acrylic built up letters
MDF 12mm with paint	

Note: Bidding price is on a per square meter basis, inclusive of materials cost of BOARD CUT-OUT and installation on backdrop

SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XVI. STYRO-CUT-OUT

XVI. A. COST OF MATERIALS (Delivery Only)

TOTAL CUBIC AREA	0 to 10 cm	11 to 30 cm	31 to 50 cm	51 to 100 cm	101 cm and above
¼" THK					
½" THK					
1" THK					
2" THK					
3" THK					

XVI. B. COST OF LABOR MATERIALS (With Delivery, Installation, Dismantling & 2-Way Hauling)

TOTAL CUBIC AREA	0 to 10 cm	11 to 30 cm	31 to 50 cm	51 to 100 cm	101 cm and above
¼" THK					
½" THK					
1" THK					
2" THK					
3" THK					

SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XVII. STYRO CUT-OUT WITH PAINT FINISH

XVII.A. COST OF MATERIALS (Delivery Only)

TOTAL CUBIC AREA	0 to 10 cm	11 to 30 cm	31 to 50 cm	51 to 100 cm	101 cm and above
1/4" THK					
1/2" THK					
1" THK					
2" THK					
3" THK					

XVII.B. Cost of labor Materials (With Delivery, Installation, Dismantling & 2-Way Hauling)

TOTAL CUBIC AREA	0 to 10 cm	11 to 30 cm	31 to 50 cm	51 to 100 cm	101 cm and above
1/4" THK					
1/2" THK					
1" THK					
2" THK					
3" THK					

SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XVIII. PRINTING AND MATERIALS (Materials c/o Contractor)

	Acrylic	Wood	Glass	3mm Sintra Board	Foam Board	Tiles	Tin Plate	Back-lit Film
1- 5 sq.m.								
6-10 sq.m.								
10 sq.m. and above								

XIX. PRINTING, INSTALLATION, DISMANTLING, 2-WAY HAULING OF BACKLITPOSTER DURATRANS IMAGE PRINT

DURATRANS MATERIAL: _____ / SQ.M.