

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-2020-0146

**NOTICE TO CONDUCT PROCUREMENT OF GOODS
AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING
SERVICES TO BE PROCURED AND PERFORMED OVERSEAS**

Pursuant to GPPB-Resolution No. 28-2017 dated 31 July 2017, the Center for International Trade Expositions and Missions (CITEM), through its Bids and Awards Committee (BAC), hereby issues this Notice for:

**EQUIPMENT RENTAL FOR OPENING CEREMONY, INTERNET SERVICE, AND
VISUAL MERCHANDISING REQUIREMENTS OF CHINA INTERNATIONAL
IMPORT EXPO (CIIE) 2020**

Approved Budget of the Contract: PHP 955,500.00

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/218 or fax no. 834-0177/8331284 or e-mail at citembac@citem.com.ph.



ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-BAC



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Company Name: _____
 Address: _____
 Contact No.: _____

Date: **30-Oct-2020**
 RFQ No: **2020-0146**

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 or in a compressed folder submitted at citembac@citem.com.ph.


Schedule of Opening of Bids: **03 November 2020** Venue: **Zoom** Time: **2:00 PM**

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		EQUIPMENT RENTAL FOR OPENING CEREMONY, INTERNET SERVICE, AND VISUAL MERCHANDISING REQUIREMENTS OF CHINA INTERNATIONAL IMPORT EXPO (CIE) 2020		
		I. Opening Ceremony: <input type="checkbox"/>		
4	units	a. Ribbon Cutting (Floor stand)		
1	unit	b. Podium		
1	unit	c. Live Zoom Casting		
1	unit	d. Technical Rider		
10	units	e. Medium to Large Sized Flower		
		II. Manpower		
2	pax	a. Cleaners/Helpers/Janitors (Ingress) 2 days		
3	pax	b. Sanitizers/Cleaners/Helpers (Event Proper) 6 days		
2	pax	c. Visual Merchandisers (Ingress) 2 days + Props		
1	unit	III. 100mbps Internet + Router		
		IV. Visual Merchandising Props		
		V. Photographer (Nov 5th - 6th)		
		Specifications:		
		II. Manpower		
		A. Cleaners/Helpers/Janitors (Ingress) 2 days		
		- Scope of Work:		
		Provide manpower assistance to the onsite officers (e.g. carry items, unpack, etc.) as needed		
		B. Sanitizers/Cleaners/Helpers Scope of Work (Event Proper) 6 days		
		- Scope of Work:		
		Clean headphones, keyboard and mouse of the pods after every use of an individual		
		Sanitize the pavilion after every start and end of the show		
		C. Visual Merchandizers (Ingress) 2 days + props		
		- Scope of Work:		
		Curate the products based on the requirement of the client and provide assistance to the on-site officers as needed		
		III. 100 mbps Internet + Router		
		- No. of days to be availed: 01-10 November 2020		
		V. Photographer (Nov. 5th – 6th)		
		- Scope of Work:		
		Take photos of no less than 200 images of suggested shots of the client		
		Submit the raw files of the photos on the day of the shoot and provide the necessary equipment and props		
		Approved Budget : PHP 955,500.00		
		Deadline of Submission of Quotation: 03 November 2020, 12:00NN		

Terms and Conditions:

- 1.) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.
- 2.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 3.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.

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): _____