

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-2020-0065

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:

**RENTAL OF VAN AS SHUTTLE SERVICE FOR
MANILA FAME OCTOBER 2020**

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

Approved Budget	: PHP 350,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 26 February 2020, 05:00PM
Opening of Bid	: 27 February 2020, 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 for single proprietorship or Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable

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.

A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) may be paid at the CITEM Cashier Office for the bidding documents.

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: **19-Feb-2020**

RFQ No: **2020-0065**

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 Pre-Bid Conference:	N/A	Time:	N/A	Venue:	N/A
Schedule of Opening of Bids:	27 February 2020	Time:	2:00PM	Venue:	Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		RENTAL OF VAN AS SHUTTLE SERVICE FOR MANILA FAME OCTOBER 2020		
2	units	Van for Ingress Date: 12-14 October 2020 Time: 08:00AM - 07:00PM (subject to overtime) Passengers: CITEM Staff Routes: CITEM - World Trade Center Metro Manila (WTCMM) - Ayala Mall Manila Bay - WTCMM - CITEM		
5	units	Van for Show Proper Date: 15-17 October 2020 Time: 11:00AM - 09:00PM (subject to overtime) Passengers: Buyers and Guests Routes: WTCMM - Ayala Mall Manila Bay - WTCMM - Ayala Mall Manila Bay Inclusion: Cold Towels/Wet Wipes replenished daily (min. of 20 packs/day)		
2	units	Van for Show Proper Date: 15-17 October 2020 Time: 08:00AM - 06:00PM (subject to overtime) Passengers: Buyers Routes: Hotel - WTCMM / Ayala Mall Manila Bay - Hotel; and Design Tours (within Metro Manila) Inclusion: Cold Towels/Wet Wipes replenished daily (min. of 20 packs/day)		
		Notes: Each van should have the following amenities: A. Uniformed & well-groomed chauffer B. Clean & good smelling car interior C. Excess of maximum of ten (10) working hours per day shall be charged to overtime after officially rendering the required ten (10) hours provided that the driver/chauffer is not late after 10 hours of reporting time. Overtime shall apply from 12-17 October 2020.		
		Approved Budget : Php 350,000.00		
		Deadline of Submission of Eligibility Documents and Financial Bid		
		: 26 February 2020, 05:00PM		

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) _____