

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-2020-0141

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:

EMAIL MARKETING SYSTEM SUBSCRIPTION
(Please see attached Terms of Reference for more details.)

Approved Budget	: PHP 700,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 04 November 2020, Wednesday, 05:00PM
Opening of Bids	: 05 November 2020, Thursday, 02:00PM

Conduct of *Pre-Bid Conference and Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at citembac@citem.com.ph for request of these links.

The *Notice of Award* shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder)

1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration

Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate documentary document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.

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. Latest Income / Business Tax Return

4. Notarized Omnibus Sworn Statement

Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.

5. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable

Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.

Financial Bid (2nd Envelope / Compressed Folder)

- **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

Bidders shall submit these documents, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. As highly encouraged, submission to the BAC Secretariat through online at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password for the must be disclosed an hour before the date and time of the Opening of Bids indicated above.

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 : _____

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

Date: 23-Oct-2020
 RFQ No: 2020-0141

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 submitted to CITEM BAC or in a compressed folder submitted to citembac@citem.com.ph.

Schedule of Pre-Bid Conference:	n/a	Time:	n/a	Venue:	n/a
Schedule of Opening of Bids:	05 November 2020	Time:	2:00PM	Venue:	Microsoft Teams / Zoom

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		EMAIL MARKETING		
		- Dashboard Email Statistics		
		- Contact List Advance Filtering for Multiple Phonebook		
		- Unsubscribe List		
		- Template Management / Email Templates		
		- Fast and Responsive Email Builder		
		- Send or Schedule Email Campaigns		
		- Link your Campaign		
		- Customize Sign-up Form		
		- Dynamic Email Broadcast		
		- A/B Testing		
		- Approve and Share Content		
		- Send and Preview		
		- Automation Routing / Smart Campaigns		
		- Real Time Reports		
		- Send Transactional Emails		
		- Available API for email sending with reports		
		- With Multiple groups and user accounts		
		- Email Campaign Duplication		
		SMS CAMPAIGN		
		- SMS Delivery Throughout		
		- Advance Filtering for Multiple Phonebook		
		- SMS Templating		
		- SMS Survey w/ branding and Telco Gateway		
		- SMS Personalized Content		
		- Customizable Sender ID / Branded Text Messages		
		- Branding Reply		
		- SMS Gateway		
		- Campaign Subscription and Unsubscription		
		- Scheduler Options		
		- Birthday Campaign		
		- Reports		
		- Dashboard		
		- Coupon Generation		
		- Access Level		
		- Estimated Cost		
		- Contacts Upload		
		- Available API for SMS sending with reports		
		* 1 year subscription (December 2020 to November 2021)		
		* VAT inclusive		
		APPROVED BUDGET FOR THE CONTRACT : PHP 700,000.00		
		DEADLINE FOR SUBMISSION OF ELIGIBILITY DOCUMENTS,		
		AND FINANCIAL BID		
		:04 November 2020, Wednesday, 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) _____
 E-mail: _____