

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-2020-0072

**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:

PROCUREMENT OF THE OFFICIAL DOCUMENT / PARCEL COURIER FOR CY 2020

Quantity	Unit	Description	Approved Budget for the Contract (ABC)
1	lot	Official Domestic Document / Parcel Courier	Php 120,000.00
1	lot	Official International Document / Parcel Courier	Php 106,033.88

(Please see attached *Terms of Reference* for more details)

Pre-bid Conference : **25 March 2020, 12:00NN**
Deadline of Submission of Eligibility Documents and Financial Bid : **15 April 2020, 05:00PM**
Opening of Bid : **16 April 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, 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 : _____

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

Date: 11-Mar-2020
 RFQ No: 2020-0072

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:	<u>25 March 2020</u>	Time:	<u>12:00NN</u>	Venue:	<u>Meeting Room 1</u>
Schedule of Opening of Bids:	<u>16 April 2020</u>	Time:	<u>2:00PM</u>	Venue:	<u>Meeting Room 1</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT										
PROCUREMENT OF THE OFFICIAL DOCUMENT / PARCEL COURIER FOR CY 2020														
1	lot	<p>Official Domestic Document / Parcel Courier (Please see attached Terms of Reference for more details.)</p> <p>Rate shall be based on minimum weight break and add-on for both document and parcel.</p> <ul style="list-style-type: none"> • Document - minimum 250 grams / add-on rate per 250 grams • Parcel - minimum 500 grams / add-on rate per 500 grams <p>Projects:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">1. Manila FAME October 2020</td> <td style="width: 40%;">- ABC: Php 90,000.00</td> </tr> <tr> <td>2. Sustainability Solutions Expo: F & B 2020</td> <td>- ABC: Php 30,000.00</td> </tr> </table> <p style="text-align: right;">Approved Budget for the Contract (ABC): Php 120,000.00</p>	1. Manila FAME October 2020	- ABC: Php 90,000.00	2. Sustainability Solutions Expo: F & B 2020	- ABC: Php 30,000.00								
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DEADLINE FOR SUBMISSION OF ELIGIBILITY DOCUMENTS AND FINANCIAL BID : <u>15 April 2020, 05:00PM</u>														

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: _____

TERMS OF REFERENCE
Official Domestic and International Courier Company
(Document / Parcel)
CY 2020

Interested and qualified Courier companies shall submit their respective bids based on the requirements stated. All sealed bids, together with the other requirements must be submitted to the CITEM-BAC at CITEM office, Golden Shell Pavilion, ITC Complex, Roxas Blvd. cor. Sen. Gil Puyat Ave., 1300 Pasay City, Philippines.

1. The participating companies should have reliable domestic and international courier service network from point of origin to point of destination that ensures the shortest possible transit time for deliveries. The participating companies must further be authorized under existing law to transact a courier business in the Philippines and in the business for at least 2 years for domestic and at least 5 years for international.
2. The participating companies shall pick-up outgoing documents/parcel/cargoes from CITEM office (STREDO Unit) once a day every 10:00 a.m. on regular days. Upon CITEM's request, urgent documents/parcel that needs to be delivered shall also be picked-up even Saturdays, Sundays and Holidays without additional charges. This provision shall be observed throughout the term of this agreement.
3. If the document / parcel cannot be delivered due to incorrect/bad address, the participating companies shall attempt to complete delivery using the telephone and/or fax number indicated in the airway bill. If the correct address remains to be undetermined, the participating companies shall also inform CITEM to give the latter the option to abandon the delivery or to request for the return of the same. It is understood that in the latter case CITEM shall pay for the corresponding charges.
4. The participating companies shall only bill CITEM for corresponding weight charge based on either the volumetric or the actual weight whichever is higher. Other charges such as forwarding, insurance, documentation processing, packing and crating can only be billed whenever applicable.
5. The participating companies should provide Proof of Delivery (POD) on a weekly basis and should have available information of POD should CITEM request of such (*e.g. Telephone / Email inquiry*).
6. Every statement of account shall be accompanied by a certified proof of delivery. The participating companies shall not impose penalties for the late payments.
7. The participating companies shall provide CITEM with the following, free of charge for the duration of the contract or any extension thereof:
 - Carton, Masking tape and the like for bulk transactions
 - The participating companies shall provide CITEM with the updated Courier guide CY 2020.
 - In-house training for operation of the computer tracking and tracing system
8. The companies who are interested and have agreed to the above terms and reference shall submit their proposed bid (inclusive of VAT and surcharges).
 - **Manner of Award (*Domestic Courier*):**
 - Zone – divided into four (4) domestic zone, classified into NCR, Luzon, Visayas and Mindanao, except in restricted areas provided by law
 - Categories – Document and Parcel
 - Rates – shall be based on minimum weight break and add-on for both document and parcel

Document – min. 250grams / add-on rate per 250grams
Parcel – min. 500grams / add-on rate per 500grams

- Manner of Award (**International Courier**):
 - Zone – divided into four (4) zone, except in restricted areas provided by law
 - Categories – Document and Parcel
 - Rates – shall be based on minimum weight break and add-on for both document and parcel
 - Document – min. 500grams / add-on rate per 500grams
 - Parcel – min. 500grams / add-on rate per 500grams

The companies with the lowest average of minimum rates and add-on rates for all zones shall be declared as the winning bidders. In the event that one bidder gets the lowest average of minimum rate and the other gets the lowest average of add-on rates, the average of both minimum and add-on rates will be computed as single rate and the lowest average from there will be declared the winner.


International and Domestic courier rates shall be computed separately.

Transit time may not be longer than CITEM suggested transit time.

9. The participating companies shall be subjected to a quarterly review and evaluation of its performance. If it falls short of its performance and is deemed unfit or incapable of handling CITEM's requirements, the contract shall be terminated. CITEM shall have the right to cancel the services of domestic and international courier companies until such time that a new company has been selected.
10. Budget for CY 2020 as per project below.

Project	Budget
Operations Group 1	
Manila FAME October	130,000.00
Interior Lifestyle China	5,300.00
Maison et Objet	10,733.80
Operations Group 2	
CIIE	20,000.00
Sustainability Solutions Expo	60,000.00
TOTAL	Php 226,033.80

Prepared by:



Jaime Antonio S. Sandoval
 Chief, STREDO

Recommended by:


Atty. Anna Grace I. Marpuri
 OIC-DM, Corporate Services
 OIC, Operations Group 1

DED Ma. Lourdes D. Mediran
 OIC, Operations Group 2

Approved by:

 02.20
Ma. Lourdes D. Mediran
 Deputy Executive Director