

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-2021-0065

**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:

**INTERNATIONAL COURIER SERVICE FOR “THE BEST OF MOM” EXHIBIT IN PARIS**

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

Approved Budget for the Contract	: PHP 100,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 16 August 2021, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 17 August 2021, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

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. 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.*

**4. 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.**

To encourage the sanctity of the bids, we highly encourage bidders to submit these documents separately, 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, online submission to the BAC Secretariat at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password 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](mailto:citembac@citem.com.ph).

  
**ATTY. ANNA GRACE I. MARPURI**  
Chairman, Bids and Awards Committee



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City  
Tel.: (632) 8-831-2201 local 309/294 E-mail: [citembac@citem.com.ph](mailto:citembac@citem.com.ph)

## 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: 11 August 2021

Company Name: \_\_\_\_\_

RFQ No.: 2021-0065

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 or compressed folder and submitted to CITEM BAC / [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

<b>Deadline of Submission of Eligibility Documents and Financial Bid:</b> <u>16 August 2021</u>	<b>Time:</b> <u>5:00PM</u>
<b>Schedule of Opening of Eligibility Documents and Financial Bid:</b> <u>17 August 2021</u>	<b>Time:</b> <u>2:00PM</u> <b>Venue:</b> <u>ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p><b>INTERNATIONAL COURIER SERVICE FOR "THE BEST OF MOM" EXHIBIT IN PARIS</b> (See attached CIPL for Complete Product details)</p> <p><b>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 100,000.00</u></b></p> <p>Door to Door Delivery by Air * Cebu – Paris (1 box rattan lamp) * Pasig – Paris (1 box metal bench)</p> <p><u>Points of Origins:</u></p> <ol style="list-style-type: none"> <li>Cebu (Finali Furniture and Home Accessories Co.) Zone 7 Birds of Paradise, Canduman Mandaue City 6014 Cebu Philippines Mr. Ronaldo B. Salazar +63 917-326-4706 / +63 032-345-3206</li> <li>Pasig (Zarate Manila) 126B – GF North Wing, Estancia at Capital Commons Meralco Ave., 1600 Pasig City Philippines +63 917 647-1366</li> </ol> <p><u>Recipient and Destination:</u> CLASQUIN FAIRS &amp; EVENTS MOM September 2021 Parc des expositions de Paris Nord Villepinte Batiment M2 93420 VILLEPINTE (Courier may ship items separately from Cebu and Pasig but must deliver both items on same date and time)</p> <p>ATTENTION TO: Salome Bondon – 07.84.52.04.22 <a href="mailto:salome.bondon@clasquin.com">salome.bondon@clasquin.com</a></p> <p><u>Target Delivery Date to Destination:</u> 20 August 2021</p>		

**Terms and Conditions:**

- Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
- Bid price must be **Inclusive of Value Added Tax**.
- Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 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): \_\_\_\_\_


Email: \_\_\_\_\_



**COMMERCIAL INVOICE / PACKING LIST**

CITEM.STR.TP.002  
REV 3




<b>Exhibitor/Shipper:</b> RONALDO B. SALAZAR (FINALI FURNITURE & HOME ACCESSORIES) Zone 7 Birds of Paradise Canduman Mandaue City 6014 Cebu Philippines +63 917-3264706 / +63 032 345-3206 / rbsalazar2004@yahoo.com				<b>Consignee:</b> CLASQUIN FAIRS & EVENTS MOM September 2021 Parc des expositions de Paris Nord Villepinte Batiment M2 93420 Villepinte Contact Person <b>Salome Bondon</b> 07.84.52.04 <a href="mailto:salome.bondon@clasquin.com">salome.bondon@clasquin.com</a>						<b>Disposition Plan:</b> A: Re-export after exhibition B: Dispose / Consume C: Given Away D: Sell						
Master Box No.	Quantity	Description of Contents	Photo Per Item	Harmonized Code	Master Box Weight		Master Box Dimension in cm			CBM	Unit Price FOB US\$	Total Value FOB US\$	Status			
					Gross in kgs.	Net in kgs	L	W	H				A	B	C	D
	1	Rattan Lamp  *** no export value, for exhibition purposes only***		9401.51.00	4		50	50	40		106.00	106.00			/	
<b>TOTAL</b>												<b>USD 106.00</b>				

Note: Original copy to be submitted together with the goods.

The exhibitor certifies that the above goods are of Philippine origin and intended for display at the exhibition site. The exhibitor authorizes CITEM and their agent, in his name and behalf; to prepare any export documentation to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage.

The exhibitor further agrees to pay Freight Forwarding / Courier Charges, Storage Fees, Customs Duties & Taxes and other incidental charges (if applicable) Fifteen (15) working days upon receipt of Statement of Accounts from Forwarder. The exhibitor certifies that it has counted, packed and sealed the goods and shall assume full liability for any misdeclaration / negligence, which could be ground for the exhibitors to be blacklisted from participating in any DTI/CITEM organized trade fairs and selling missions. The exhibitor assumes full responsibility for any illegal or prohibited items under the law of the Philippines and the country of destination.

By the Exhibitor:

Authorized Signature   
Name Ronaldo B. Salazar  
Date August 3, 2021

By Project Manager:

Authorized Signature \_\_\_\_\_ Anna Marie Alzona  
Name \_\_\_\_\_  
Date \_\_\_\_\_


**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. 1300 Pasay City, Philippines  
Tel: 833-1256 Fax: 833-1284 Email: [stredo@citem.com.ph](mailto:stredo@citem.com.ph)



**COMMERCIAL INVOICE / PACKING LIST**

CITEM.STR.TP.002  
REV 3



<b>Exhibitor/Shipper:</b> <b>JIM ZARATE TORRES (ZARATE MANILA)</b> 126B – GF North Wing, Estancia at Capital Commons Meralco Ave, 1600 Pasig City Philipipnes +63 917 647-1366			<b>Consignee:</b> <b>CLASQUIN FAIRS &amp; EVENTS</b> <b>MOM September 2021</b> Parc des expositions de Paris Nord Villepinte Batiment M2 93420 Villepinte <b>Contact Persor Salome Bondon 07.84.52.04 salome.bondon@clasquin.com</b>					<b>Disposition Plan:</b> A: Re-export after exhibition B: Dispose / Consume C: Given Away D: Sell								
Master Box No.	Quantity	Description of Contents	Photo Per Item	Harmonized Code	Master Box Weight		Master Box Dimension in cm			CBM	Unit Price FOB US\$	Total Value FOB US\$	Status			
					Gross in kgs.	Net in kgs	L	W	H				A	B	C	D
	1	<b>Cheque Bench - standard</b>  Indoor & Outdoor furniture Powder coated steel, Ash/Oakwood accent, Polyurethane coating finish  <b>***no export value, for exhibition purposes only***</b>		MO-008	45		115	38	40	0.1748	400.00	400.00			/	
<b>TOTAL</b>												400.00				

Note: Original copy to be submitted together with the goods.

The exhibitor certifies that the above goods are of Philippine origin and intended for display at the exhibition site. The exhibitor authorizes CITEM and their agent, in his name and behalf; to prepare any export documentation to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage.

The exhibitor further agrees to pay Freight Forwarding / Courier Charges, Storage Fees, Customs Duties & Taxes and other incidental charges (if applicable) Fifteen (15) working days upon receipt of Statement of Accounts from Forwarder. The exhibitor certifies that it has counted, packed and sealed the goods and shall assume full liability for any misdeclaration / negligence, which could be ground for the exhibitors to be blacklisted from participating in any DTI/CITEM organized trade fairs and selling missions. The exhibitor assumes full responsibility for any illegal or prohibited items under the law of the Philippines and the country of destination.

**By the Exhibitor:**

Authorized Signature   
 Name Jim Zarate Torres  
 Date August 3, 2021

**By Project Manager:**

Authorized Signature \_\_\_\_\_ Anna Marie Alzona  
 Name \_\_\_\_\_  
 Date \_\_\_\_\_

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Blvd. 1300 Pasay City, Philippines  
 Tel: 833-1256 Fax: 833-1284 Email: stredo@citem.com.ph