

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-2022-0089

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:

PRINTING OF EVENT BADGES FOR IFEX PHILIPPINES 2022

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

QTY	UNIT	ARTICLE / WORK	APPROVED BUDGET FOR THE CONTRACT (ABC)
1,500	pieces	Exhibitor Badges	Php 20.00 per piece or a total of Php 30,000.00
1,000	pieces	Buyer Badges	Php 20.00 per piece or a total of Php 20,000.00
200	pieces	Guest Badges	Php 20.00 per piece or a total of Php 4,000.00
200	pieces	Organizer Badges	Php 20.00 per piece or a total of Php 4,000.00
150	pieces	Event Partner Badges	Php 20.00 per piece or a total of Php 3,000.00
150	pieces	Media Badges	Php 20.00 per piece or a total of Php 3,000.00
100	pieces	Staff Badges	Php 20.00 per piece or a total of Php 2,000.00
TOTAL APPROVED BUDGET FOR THE CONTRACT			PHP 66,000.00

Deadline of Submission of Eligibility Documents and Financial Bid	: 01 August 2022, 05:00PM
Opening of Bid	: 02 August 2022, 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.

The *Notice of Award* shall only be issued to the lowest calculated and responsive 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 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.

5. Samples of materials for the badges (must be submitted physically at CITEM Office)

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, bidders must 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. Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents and Financial Bid as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

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: 27 July 2022
RFQ No.: 2022-0089

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.

Deadline of Submission of Eligibility Documents and Financial Bid: <u>01 August 2022</u>	Time: <u>05:00 PM</u>
Schedule of Opening of Bid: <u>02 August 2022</u>	Time: <u>02:00 PM</u> Venue: <u>Zoom</u>

PRINTING OF EVENT BADGES FOR IFEX PHILIPPINES 2022

TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 66,000.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1,500	pieces	Exhibitor Badges <i>ABC: Php 20.00 per piece or a total of Php 30,000.00</i>		
1,000	pieces	Buyer Badges <i>ABC: Php 20.00 per piece or a total of Php 20,000.00</i>		
200	pieces	Guest Badges <i>ABC: Php 20.00 per piece or a total of Php 4,000.00</i>		
200	pieces	Organizer Badges <i>ABC: Php 20.00 per piece or a total of Php 4,000.00</i>		
150	pieces	Event Partner Badges <i>ABC: Php 20.00 per piece or a total of Php 3,000.00</i>		
150	pieces	Media Badges <i>ABC: Php 20.00 per piece or a total of Php 3,000.00</i>		
100	pieces	Staff Badges <i>ABC: Php 20.00 per piece or a total of Php 2,000.00</i>		
TOTAL BID OFFER:				

Requirements:

- Must have positioning marks (black mark and hole mark) for detection of printer sensor
- Samples of materials for the badges must be submitted for evaluation

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.
- This requirement is **One Project** having several items that shall be **awarded as One Contract**.

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 J. 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: _____

SPECIFICATION FORM

VISUAL DESIGN DIVISION



SERVICE REQUEST NO.

PROJECT: _____

COLLATERAL: _____

DATE: _____

SPECIFICATION: _____

SIZE: _____

STOCK: _____

COLOR: _____

PROCESS: _____

NO. OF PAGES: _____

BINDING: _____

OTHERS: _____

QUANTITY: _____

PENALTY: _____

REMARKS: _____

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