

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-2023-0052-R1

**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 LABELS AND PACKAGING OF VFIP/NXTFOOD PH  
FOR IFEX PHILIPPINES 2023**

*(Please see attached Request for Quotation Form and Printing Matrix/Specifications for more details.)*

QTY	UNIT	REQUIREMENT	APPROVED BUDGET FOR THE CONTRACT (ABC)
7	layouts	Sticker printing (min. of 60pcs per layout)	PHP 12,600.00
2	layouts	Sticker with gold foil printing (min. of 60pcs per layout)	PHP 41,100.00
2	layouts	Carton printing (min. of 60pcs per layout)	PHP 25,900.00
2	layouts	Pouch printing (min. of 60pcs per layout)	PHP 22,200.00
<b>Total Approved Budget for the Contract</b>			<b>PHP 101,800.00</b>

Deadline of Submission of Eligibility Documents, Financial Bid, and Sample/s	: <b>16 May 2023, 05:00PM</b>
Opening of Bid	: <b>17 May 2023, 02:00PM</b>

Conduct of Opening of Bids shall be held virtually thru 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 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)*

- 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 provided that the renewed permit shall be submitted before the award of the contract.*
- 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.*
- Notarized Omnibus Sworn Statement**
- Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**
- Proposed Printed Sample/s**

*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:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email 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 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](mailto: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: 12 May 2023

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

RFQ No.: 2023-0052-R1

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).

Deadline of Submission of Eligibility Documents and Financial Bid: <b>16 May 2023</b>	Time: <b>05:00PM</b>
Schedule of Opening of Bid: <b>17 May 2023</b>	Time: <b>02:00PM</b> Venue: <b>Zoom</b>

### PRINTING OF LABELS AND PACKAGING OF VFIP/NXTFOOD PH FOR IFEX PHILIPPINES 2023

TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 101,800.00  
(Please see attached Printing Matrix/Specification for more details)

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
7	layouts	<b>Sticker printing</b> (min. of 60pcs per layout) ABC: PHP 12,600.00		
2	layouts	<b>Sticker with gold foil printing</b> (min. of 60pcs per layout) ABC: PHP 41,100.00		
2	layouts	<b>Carton printing</b> (min. of 60pcs per layout) ABC: PHP 25,900.00		
2	layouts	<b>Pouch printing</b> (min. of 60pcs per layout) ABC: PHP 22,200.00		
<b>TOTAL BID OFFER</b>				

**Requirement:** Bidders/potential supplier/s must submit similar samples to CITEM for review and feedback prior to awarding of the contract

**Specifications:**

- Delivery of complete labels and packaging: on or before 20 to 22 May 2023
- Prices must be inclusive of VAT and other charges

**Note:**

- Within 2 days (max) after receipt of the Notice of Award: Supplier's submission of sample printed label/s and packaging of the approved design to CITEM prior to full production

**Terms and Conditions:**

- 1) Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax and other charges.**
- 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 overwriting 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.
- 6) This requirement has several items and shall be **awarded as separate contracts per item.**

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: \_\_\_\_\_

VFIP Products Printing Requirements											Printing Process (Digital vs Offset)	Exposure to:	Recommended Label/Material Type	Paper/Label Gauge	Label/Material Finish & Detailing	Other specifications
Company Name	Products	LABEL			PACKAGING			Notes	Type of Existing Packaging Structure							
		Label Size/s (WXH)	Print Material	Special Feature	Packaging Size (boxes, etc.)	Print Material	Special Feature									
<b>CARTON</b>																
Hario Food Products	Biscotti/ Toasted Coconut Biscuits				1- 12 x 12 in 2- 18 x 12 in	Foldscote with diecut and assemble- size is spread size	matte print w/ spot gloss	Barcode needed	Plastic Pacts							
Blue Macay Food Manufacturing Corp.	Bleu du Ciel Chicken Pasta Mix	4"x5" x .75" inch	Laminated Matte print		4inch. x 5inch. x .75inch	Direct print on rigid board		Carton Box	Digital Printing	Moisture	Direct print on paper board	350 gsm	Matte Lamination, full color print	2 sizes, same material		
<b>STICKER LABELS WITH GOLD FOIL PRINTING</b>																
Amazing Foods	CocoTofi	19.5 x 3 cm 21.2 x 5.5 cm	Laminated Matte Waterproof vinyl sticker	with gold foil blocking	-	-	-	No product sample	Glass Jar	Digital Printing	Refrigeration, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination and gold foil blocking on rectangle bars	N/A	
Palaweny	Flip Beer	15.8 x 9.3 cm	Laminated Matte Water Proof	Embossed Gold Product Name	-	Laminated Matte Water Proof	-	Barcode needed	Glass Bottle	Digital Printing	Refrigeration, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination, full color print, Gold foil print Product Name "FLP"	N/A	
<b>STICKER LABELS</b>																
Cocoplus	CoCoChoc Skimmed Coconut Milk with Chocolate	17 cm x 4.8 cm, 3.5 cm x 3.5 cm	Laminated Matte Water Proof and transparent waterproof sticker	-	Stretch film plastic wrap	-	-	Barcode needed	Frosted Bottle	Digital Printing	Refrigeration, moisture	Vinyl waterproof sticker	212 gsm	Matte lamination	Same materials for the bottle cap	
Sagada Cellar Door	Purple Mountain - Black Violet Rice Beer	18.6 x 7.9 cm	vinyl sticker with matte lam, full color		-	vinyl sticker with matte lam, full color	-	Barcode needed; needs product sample sent	Tall Amber Beer Bottle	Digital Printing	Refrigeration, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination, full color print	N/A	
Escaba Food Products	Escaba Fruiteets	5.6 x 8.5 cm with rounded corners	clear sticker with glossy lam, with white ink, with rounded corners		-	clear sticker with glossy lam, with white ink, with rounded corners	-	Barcode needed	Oval Glass Jar	Digital Printing	Refrigeration, moisture	Clear sticker, preferably Technova/Novus sticker	225 gsm	Glossy lamination, with white ink	With rounded corners	
Nature's Dew Enterprise	L'ickles Crunchy Pickled Veggies	22.23 cm x 4.45 cm	Laminated Matte Sticker						Glass Jar	Digital Printing	Refrigeration, moisture, oils	Vinyl waterproof sticker	212 gsm	Matte Lamination, full color print	N/A	
Pasolco Agri ventures	L'Xir O Samba (Oregon-Sambong-Banaba) Fermented Herbal Tonic Vinegar	14.5cm x 15.5 cm	Laminated Matte Sticker						Glass Bottle	Digital Printing	Oils, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination	N/A	
	L'Xir BaBaPepps (Bayleaf-Basil-Peppercorns) Fermented Herbal Tonic Vinegar	14.5cm x 15.5 cm	Laminated Matte Sticker						Glass Bottle	Digital Printing	Oils, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination	N/A	
	L'Xir Lemon-G (Lemongrass-Guava & Guyabano Leaves) Fermented Herbal Tonic Vinegar	14.5cm x 15.5 cm	Laminated Matte Sticker						Glass Bottle	Digital Printing	Oils, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination	N/A	
JPM Eco farm	AP Moringa Chunks	13.5cm x 17.5 cm	Laminated Matte Sticker						Resealable Pouch	Digital Printing	Moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination	N/A	
<b>POUCH</b>																
Delfar's Food Products Inc.	Kyurea 12-in-1 Fermented Herbal Powder Drink	23 cm x 14.8 cm	direct print on Stand up pouches	matte prints	23 cm x 14.8 cm	direct print on Stand up pouches	-	Barcode needed	Resealable Pouch	Direct, digital	Refrigeration, moisture, oils	Direct Print on Pouch	*Pouches as supplied by MSME	Matte lamination	N/A	