

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-2023-0057

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:

FABRICATION OF EIGHT (8) PIECES KATHA AWARDS TROPHIES
FOR FOOD CATEGORY OF IFEX PHILIPPINES 2023

(Please see attached Request for Quotation Form and Design/Layout for more details.)

Approved Budget for the Contract	: PHP 120,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 16 May 2023, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 17 May 2023, 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)

- 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**

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. 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



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



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
RFQ No.: 2023-0057

Company Name: _____
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.

Deadline of Submission of Eligibility Documents and Financial Bid: 16 May 2023	Time: 05:00PM
Schedule of Opening of Bids: 17 May 2023	Time: 02:00PM Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
8	pieces	<p style="text-align: center;">FABRICATION OF KATHA AWARDS TROPHIES FOR FOOD CATEGORY OF IFEX PHILIPPINES 2023</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 120,000.00</u></p> <p><i>Date Needed/ Delivery Period: 24 May 2023</i></p> <p><u>Engrave the following details:</u></p> <p><i>Rear View:</i></p> <ul style="list-style-type: none"> • Presented by CITEM and Mintel (logos) <p><i>Left Side View:</i></p> <ul style="list-style-type: none"> • IFEX Logo (left top) • KATHA Logo (right top) • "Category: Name of Company" <ul style="list-style-type: none"> – Beverages Category – Fine Food Specialties Category – Processed Fruits and Vegetables Category – Baked Goods and Confectioneries Category – Snack Foods / Crisp Savory Food Category – Meat and Poultry Category – Marine / Seafood Category – Natural, Healthy & Organic Category <p><i>Right Side View:</i></p> <ul style="list-style-type: none"> • 26-28 May 2023 • World Trade Center Metro Manila <p>Name of Companies (Winners) to follow by 20 May 2023.</p> <p style="text-align: center;"><i>(Please see attached Design/Layout for more details)</i></p>		

Terms and Conditions:

- 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 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.

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:

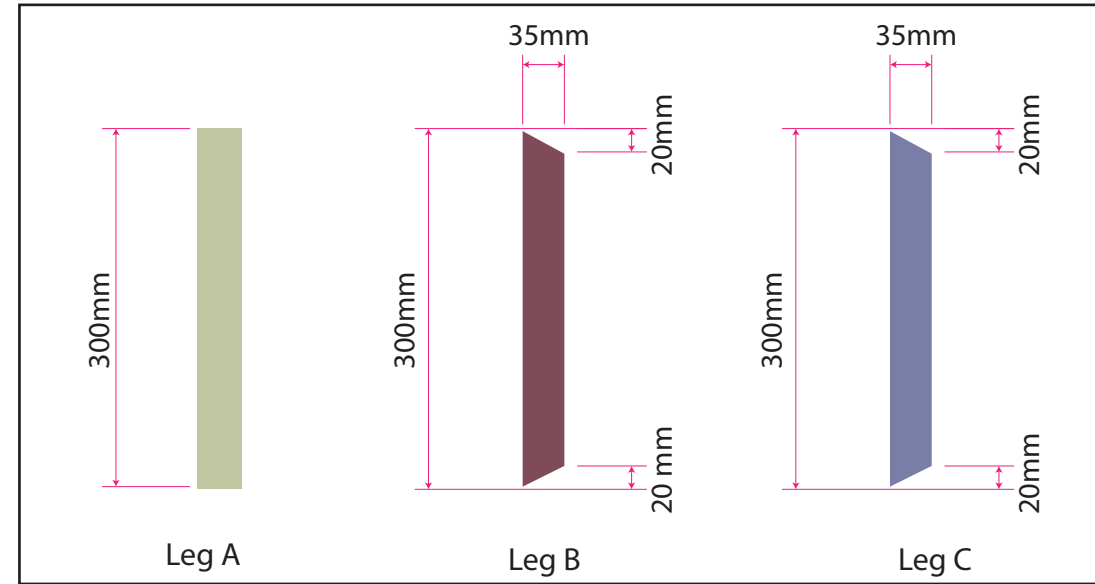
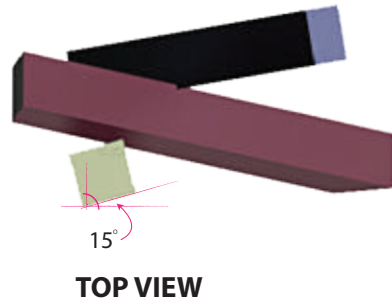
Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

Date Submitted

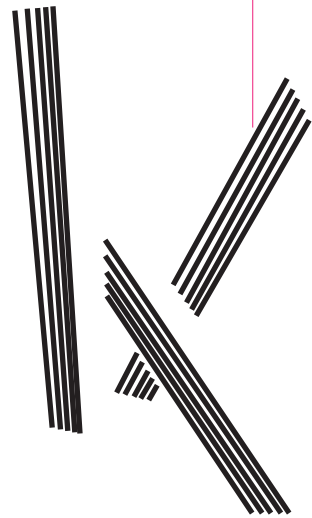
Signature over printed name of the Authorized Company Representative
Designation: _____
Telephone No(s): _____
Email: _____

For “Dummy Trophy”

Kindly note that the colors (red, blue and yellow) indicated here are for reference purposes only. The actual finish of the product will be the same as shown in the jpeg images provided.



Stripes are etched to the trophy



FRONT VIEW



Manila FAME
logo engraving



KATHA
logo engraving



Design Week
logo engraving

side etch for name
of company (winner)

under the base,
designer names
are etched

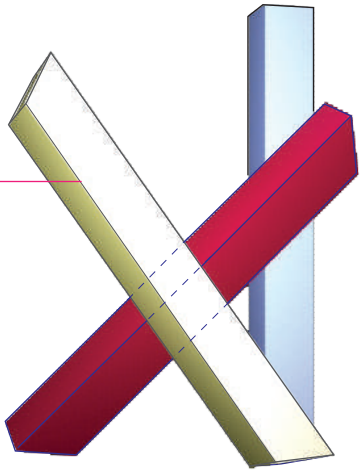


LEFT SIDE VIEW



RIGHT SIDE VIEW

etch for
award category

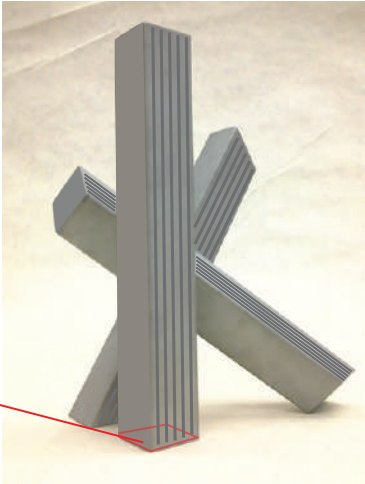


REAR VIEW



MATERIAL:
Stainless steel hollow
Tubing schedule 20;
sandblasted grey;
with matte clear
top coat finish.

Jinggy Buensuceso
Wataru Sakuma
Designed by

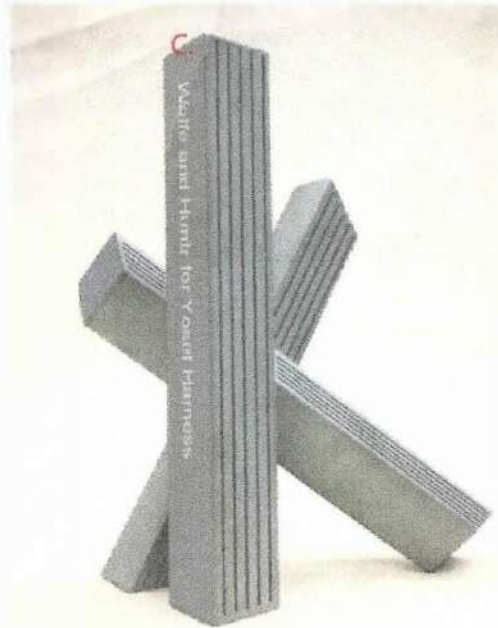


Jinggy Buensuceso
Wataru Sakuma
Designed by

to be laser etched on the bottom of
the tablet

LOGOS:

The block contains three logos: 1. KATHA AWARDS: A stylized 'K' formed by multiple parallel lines, with 'KATHA' above and 'AWARDS' below. 2. FOOD Philippines IFEX: 'FOOD Philippines' in a small font above 'IFEX', where the 'X' has a red swoosh. 3. MINTEL: The word 'MINTEL' in black capital letters on a yellow square background.



DETAILS OF TROPHY 1 - 8:

Font: MONTSERRAT

IFEX PHILIPPINES

A. 26-28 May 2023

- B. Product Categories:
- Beverages Category
 - Fine Food Specialties Category
 - Processed Fruits and Vegetables Category
 - Baked Goods and Confectioneries Category
 - Snack Foods/Crisp Savoury Food Category
 - Meat and Poultry Category
 - Marine/Seafood Category
 - Natural, Healthy & Organic Category

C. Company Name of Winner