

**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-2023-0076-R1**

**NOTICE TO CONDUCT PROCUREMENT OF GOODS  
AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING  
SERVICES TO BE PROCURED AND PERFORMED OVERSEAS**

Pursuant to GPPB-Resolution No. 28-2017 dated 31 July 2017, the Center for International Trade Expositions and Missions (CITEM), through its Bids and Awards Committee (BAC), hereby issues this Notice for:

**SPACE RENTAL FOR THE PHILIPPINE PARTICIPATION IN  
ANUGA 2023**

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

**Total Approved Budget of the Contract: PHP 2,500,000.00 or EUR 39,088.00**

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/218 or fax no. 834-0177/8331284 or e-mail at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).



**ATTY. ANNA GRACE I. MARPURI**  
Chairman, CITEM-BAC

## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: 11 July 2023RFQ No.: 2023-0076-R1

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.

Deadline of Submission of Quotations: <b>17 July 2023</b>	Time: <b>05:00PM</b>
Schedule of Opening of Bids: <b>18 July 2023</b>	Time: <b>02:00PM</b> Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
80	sqm	<b>SPACE RENTAL FOR THE PHILIPPINE PARTICIPATION IN ANUGA 2023</b> TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP 2,500,000.00 OR EUR 39,088.00</u>  <b>Event Date:</b> 07 – 11 October 2023 <b>Event Venue:</b> Koelnmesse, Cologne, Germany		
		<b>Inclusive of:</b>		
		1. <b>Space Rental</b> ABC: EUR 24,720.00		
		2. <b>Proportional energy costs</b> ABC: EUR 1,800.00		
		3. <b>AUMA Fee</b> ABC: EUR 48.00		
		4. <b>Down payment for services*</b> ABC: EUR 2,400.00		
		5. <b>Marketing package for main exhibitors</b> ABC: EUR 1,120.00		
		6. <b>Co-exhibitor's fee</b> ABC: EUR 3,750.00		
		7. <b>Co-exhibitor's marketing package</b> ABC: EUR 5,250.00		
		* Serves as security deposit or funds for services. If the amount of the down payment should exceed the fees actually incurred for services, the amount by which the down payment exceeds actual charges shall be refunded to the exhibitor / CITEM.		

**Terms and Conditions:**

- 1) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.
- 2) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by CITEM and Supplier.
- 3) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 4) 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 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: \_\_\_\_\_