

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-2023-0078

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:

**RENTAL, INSTALLATION, DISMANTLING, AND TWO-WAY HAULING
OF CITEM CORPORATE BOOTH FOR PHILIPPINE FURNITURE
FURNISHINGS MARKET (PFFM)**

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

Approved Budget for the Contract	: PHP 165,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 19 June 2023, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 20 June 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 exercising a profession, 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 may be 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 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: 15 June 2023

Company Name: _____

RFQ No.: 2023-0078

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: **19 June 2023**Time: **05:00PM**Schedule of Opening of Bid: **20 June 2023**Time: **02:00PM**Venue: **Zoom**

RENTAL, INSTALLATION, DISMANTLING, AND TWO-WAY HAULING OF CITEM CORPORATE BOOTH FOR PHILIPPINE FURNITURE FURNISHINGS MARKET (PFFM)

(Please see attached Layout for more details)

APPROVED BUDGET FOR THE CONTRACT: PHP 165,000.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	RENTAL / INSTALLATION / DISMANTLING / TWO-WAY HAULING		
1	unit	I. MOBILIZATION / DEMOBILIZATION		
1	unit	II. WALL A a) 1.2m x 0.1m x 3.5mH Painted Wall Panel with Wooden or Metal Framing (A.P.F.)		
1	unit	III. WALL B a) 1.4m x 0.5m x 3.5mH Painted Wall Panel with Metal Framing (A.P.F.) b) 25mm x 25mm x 1.0mm Tubular Steel for Hanging		
1	unit	IV. WALL C a) 1.6m x 0.1m x 2.4mH Painted Wall Panel with Wooden or Metal Framing (A.P.F.)		
1	unit	V. BIG WALL a) 4m x 0.1m x 3mH Painted Wall Panel with Wooden or Metal Framing (A.P.F.)		
2	unit	VI. TV WALL a) 1.6m x 0.5m x 2.4mH Painted TV Wall Structure with Wooden or Metal Framing (A.P.F.)		
1	unit	VII. LOW WALL a) 2.4m x 0.1m x 1.2mH Painted Low Wall Panel with Wooden or Metal Framing (A.P.F.)		
2	unit	VIII. INFORMATION COUNTER WITH CUPBOARD a) 1.5m x 0.5m x 1mH Painted Information Counter with Cupboard		
4	unit	IX. PLATFORM a) 2.4m x 1.2m x 0.3mH Painted Platform with Wooden or Metal Framing (A.P.F.)		
2	unit	X. PEDESTALS a) 0.3m x 0.3m x 0.9mH Painted Pedestal (A.P.F.) b) 0.4m x 0.4m x 0.6mH Painted Pedestal (A.P.F.)		
2	unit	XI. HANGING MANILA FAME LOGO (purchase) a) 1.2m Diameter Wooden Logo with Sintra Board		
1	set	XII. STICKER CUTOUTS a) 12SQM Sticker Cut Outs		
22	unit	XIII. SPOTLIGHTS		
5	unit	XIV. CONVENIENCE OUTLETS		
1	lot	XV. WIRINGS & CONDUITS		
TOTAL BID OFFER				

Scope of Work:

1. The contractor shall Install, Dismantle and Haul the items listed above on the specified materials and specifications.
2. The contractor shall provide proofs and swatches prior to final fabrication for approval unless waived by an EDD representative but to guarantee the best output.
3. The contractor shall ensure the durability and quality of the items.
4. The contractor shall install the items properly and in good condition (without smudge, dirt, and stains and the like) on 03 July 2023 at 10am and egress on 07 July 2023
5. The contractor shall complete installation of the items on 04 July at 11pm.
6. All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise.
7. Delay of delivery or installation will call for deduction of 10% of contract price.

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.
- 6) 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.

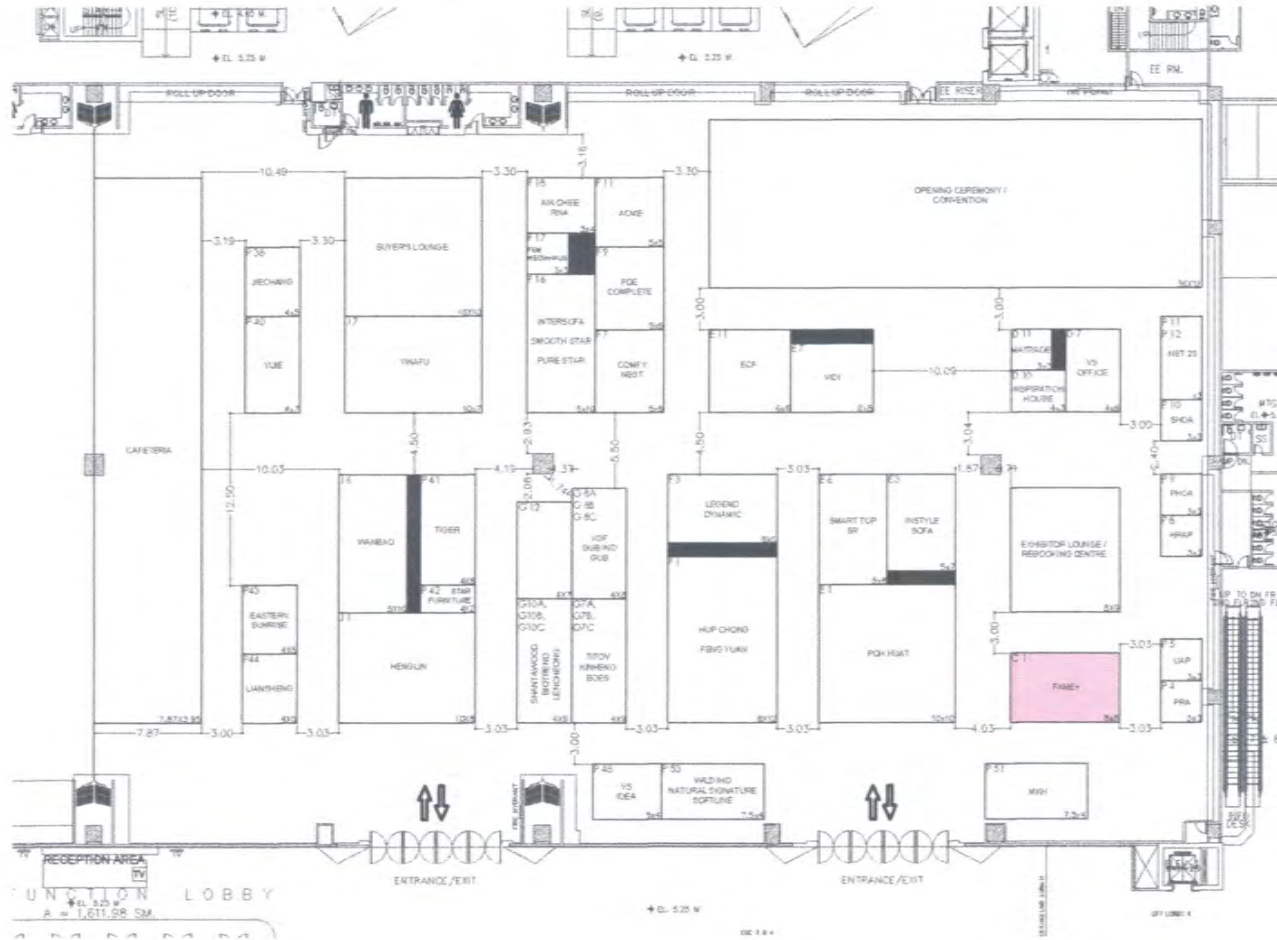
Date Submitted

Signature over printed name of the Authorized Company Representative

Designation: _____

Telephone No(s): _____

Email: _____



	PROJECT:	Manila FAME
	TITLE:	Manila FAME Participation at PFFM

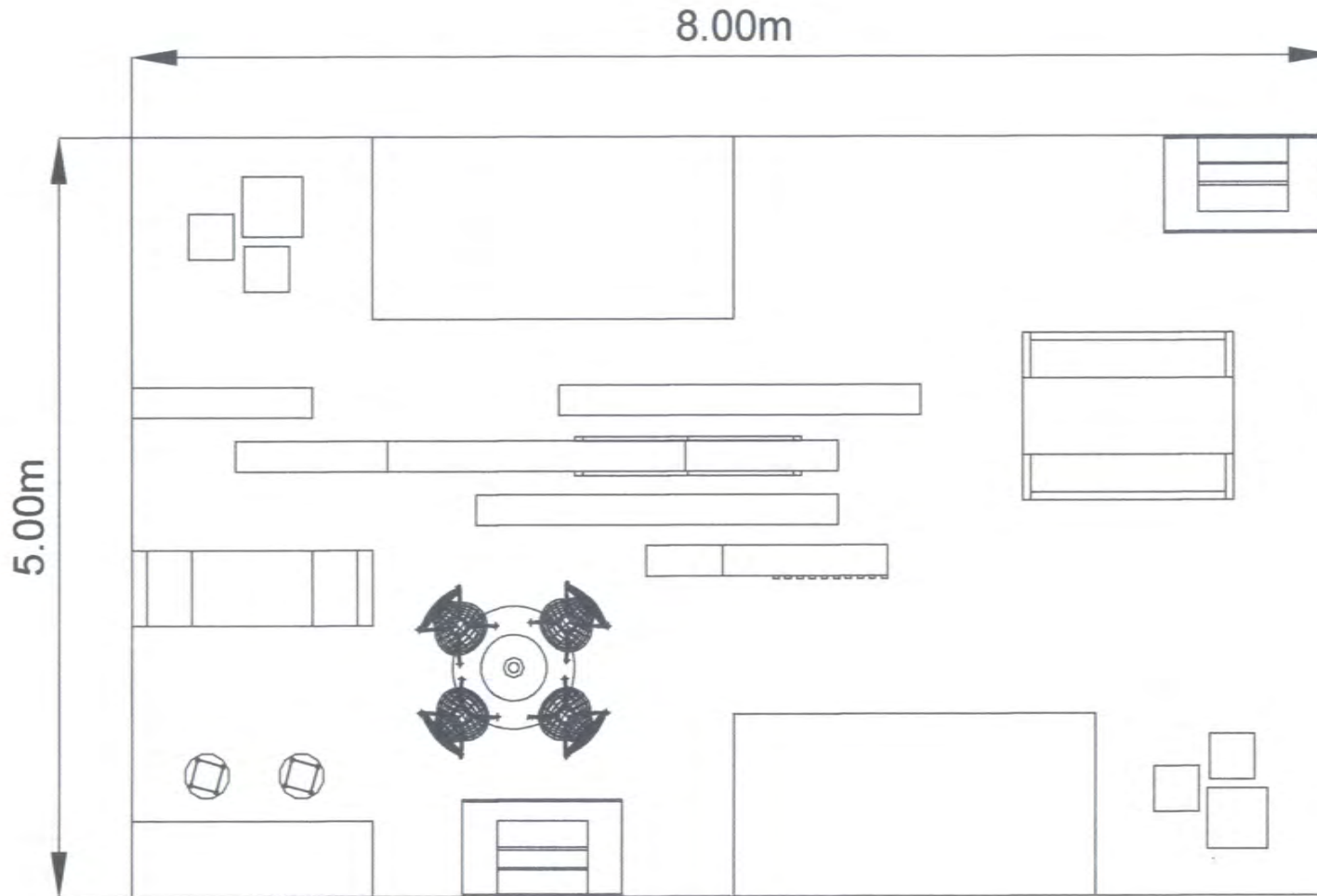
DATE / TIME:	LOCATION:
June 13, 2023	SMX, PASAY CITY

SHEET CONTENT:
LOCATION MAP

DESIGNER:	REVIEWED BY:
ARIAN CLARE G. VISCO	MANILA FAME PARTICIPATION OIC. M. ECSD
SHEET NO:	REVISION:
1/3	0

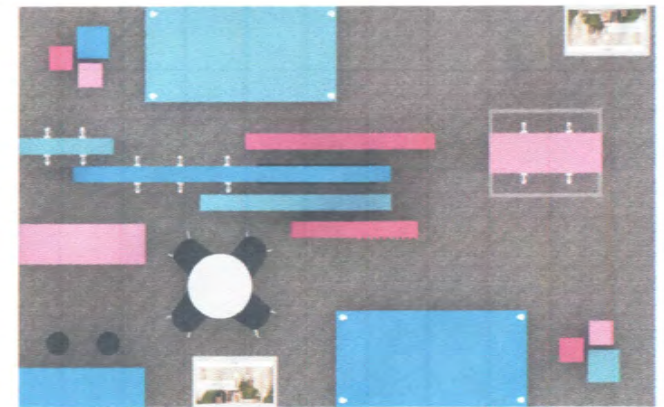
REQUESTING PARTY:
ANNA MARIE ALZONA Division Chief, OTF, DC1
MARJOR EVIÑO Department Manager, OGI

APPROVED BY / COMMENTS:
 DR. EDWARD L. FERREIRA PRES. Executive Director



	PROJECT:	Manila FAME	SHEET CONTENT:	DESIGNER:	<i>Arjan</i> ARIANE CLARE G. VISCO	REQUESTING PARTY:	<i>Anna Marie Alzona</i> ANNA MARIE ALZONA Division Chief - DT1, 001	APPROVED BY / COMMENTS:	<i>Dr. Ed. L. Ferreira</i>
	TITLE:	Manila FAME Participation at PFFM		FLOOR PLAN	REVIEWED BY:	<i>Manoel F. Evisio</i> MANOEL F. EVISIO OIC - DM, 002	<i>Manoel F. Evisio</i> MANOEL F. EVISIO Department Manager - OGI	 DR. EDWARD L. FERREIRA Ph.D. Executive Director	
DATE / TIME:	June 13, 2023	LOCATION:			SMX, PASAY CITY	SHEET NO.:	2/3		REVISION:

Arjan



	PROJECT:	Manila FAME	SHEET CONTENT:	DESIGNER:	<i>Alana</i> ARIANA CLARE G. VISCO	REQUESTING PARTY:	<i>Alana</i> ANNA MARIE ALZONA Division Chief - OTF, OGI	APPROVED BY / COMMENTS:	<i>Ed</i> DR. EDWARD L. FERREIRA Ph.D. Executive Director
	TITLE:	Manila FAME Participation at PFFM		PERSPECTIVE	REVIEWED BY:	<i>Norman</i> NORMAN ANTEBAGUI OIC - PM, ECSD	<i>Marlof</i> MARLOF EVIO OIC - Department Manager, OGI		
DATE / TIME:	June 13, 2023	LOCATION:			SMX, PASAY CITY	SHEET NO:	3/3		REVISION: