

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-2023-0129

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:

**SUPPLY AND DELIVERY OF PROPS AND OTHER REQUIREMENTS FOR
MANILA FAME 2023**

(Please see attached Request for Quotation Form, Technical Drawing, and Photo Reference for more details.)

Approved Budget for the Contract	: PHP 670,500.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 04 October 2023, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 05 October 2023, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at citembac@citem.com.ph for request of these links. The link will be released on the actual day of the procurement activity.

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 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.

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. Latest Income/Business Tax Return

4. Notarized Omnibus Sworn Statement

5. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable

6. Company Profile or any document indicating length of years in business

Financial Bid (2nd Envelope / Compressed Folder)

- **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.** The contractor is required to provide a comprehensive, duly filled-up, Request for Quotation Form. All items must be provided by the bidder. The contract will not be awarded if any item/component has no bid or omitted.

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: _____

Date: 28 September 2023RFQ No.: 2023-0129

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: 04 October 2023	Time: 05:00PM
Schedule of Opening of Bid: 05 October 2023	Time: 02:00PM Venue: Zoom

SUPPLY AND DELIVERY OF PROPS AND OTHER REQUIREMENTS FOR MANILA FAME 2023

(Please see attached Technical Drawing and Photo Reference for more details)

APPROVED BUDGET FOR THE CONTRACT: PHP 670,500.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		I. Laminated Pedestals		
12	units	a. 1.00m x 1.00m x 0.40mH Pedestal in 3/4" thk wood in approved vinyl sticker finish (Rental)		
12	units	b. 0.80m x 0.80m x 0.90mH Pedestal in 3/4" thk wood in approved vinyl sticker finish (Rental)		
12	units	c. 0.80m x 0.80m x 0.75mH Pedestal in 3/4" thk wood in approved vinyl sticker finish (Rental)		
		II. Laminated Platforms with exposed wooden framings		
4	units	a. 1.80m x 1.80m x 0.60mH Platform in 3/4" thk plywood in approved vinyl sticker finish with exposed 2"x2" wooden framings (Rental)		
4	units	b. 1.00m x 1.80m x 0.60mH Platform in 3/4" thk plywood in approved vinyl sticker finish with exposed 2"x2" wooden framings (Rental)		
4	units	c. 2.40m x 1.20m x 0.60mH Platform in 3/4" thk plywood in approved vinyl sticker finish with exposed 2"x2" wooden framings (Rental)		
4	units	d. 1.00m x 1.00m x 0.60mH Platform in 3/4" thk plywood in approved vinyl sticker finish with exposed 2"x2" wooden framings (Rental)		
		III. Other Requirements		
15	Units	a. 0.20m x 0.20m x 0.20mH Wooden risers in approved paint finish (Purchase)		
12	units	b. 0.30m x 0.30m x 0.30mH Wooden risers in approved paint finish (Purchase)		
10	units	c. 0.25m x 0.50m x 0.40mH Wooden risers in approved paint finish (Purchase)		
10	units	d. 0.25m x 0.50m x 0.10mH Wooden risers in approved paint finish (Purchase)		
3	units	e. Glass dome - clear glass with black/wooden base 16 cm (6 ¼ ") (Purchase)		
3	units	f. Glass dome - clear glass with black/wooden base 27 cm (10 ¾ ") (Purchase)		
3	units	g. Lockable Jewelry Display Case in wood framing with inner black velvet liner and glass cover 0.60m x 0.40m x 0.14mH (Purchase)		
6	units	h. Jewelry metal stand in 25cm height (Purchase)		
3	units	i. Jewelry Acrylic Box in 5MM THK 0.40m x 0.30m x 0.50mH with base and florist foam covered with black velvet fabric with metal support for jewelry (Purchase)		
250	units	j. Tablet top - wooden product tag stand 1"x1"x1" (Purchase)		
40	units	k. Product tag stand in 10mm square metal bar in black paint finish (Purchase)		

6	units	l. 2"x2" wooden bar for hanging products <i>(Purchase)</i>		
12	units	m. Black Jewelry showcase adjustable lamp (30cm height 6000K/White) <i>(Purchase)</i>		
5	units	n. Meeting room standee signage in 1"x1" square tubular metal in approved paint finish <i>(Purchase)</i>		
3	sets	o. Turnbuckle Wire Tensioner Kit in 30meters Stainless Steel Rope Cable Railing Kit with accessories included <i>(Purchase)</i>		
6	sets	p. Scaffolding set 1.70m (height) x 1.20m (width) x 1.80m (length) <i>(Rental)</i>		
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 **deliver the items on 18 October 2023.**
5. Contractors should be **at least five (5) years in the business, based in company profile or any document reflecting company's length of business submitted.**
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.
8. The contractor is required to provide a comprehensive, duly filled-up, Request for Quotation Form. All items must be provided by the bidder. **The contract will not be awarded if any item/component has no bid or omitted.**

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: _____