

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-2023-0130

REQUEST FOR QUOTATION  
(SHOPPING)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**PROCUREMENT OF 400 SETS OF ESSENTIAL OIL TRAVEL KIT AND 3 ROLLS OF PAPER TWINE AS TOKENS AND PACKAGING FOR REGULAR FOREIGN BUYERS OF MANILA FAME 2023**

QTY	UNIT	REQUIREMENT		APPROVED BUDGET FOR THE CONTRACT (ABC)
400	sets	Essential Oil Blends Travel Kit	:	ABC: PHP 300.00 per set or a total of PHP120,000.00
3	rolls	Paper twine for Packaging	:	ABC: PHP 3,333.00 per roll or a total of PHP10,000.00
Total Approved Budget for the Contract			:	PHP 130,000.00

Deadline of Submission of Eligibility Documents and Financial Bid	:	<b>04 October 2023, 05:00PM</b>
Opening of Bids	:	<b>05 October 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 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.*

*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:

- 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](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: 29 September 2023

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

RFQ No.: 2023-0130

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>04 October 2023</b>	Time: <b>05:00PM</b>
Schedule of Opening of Bid: <b>05 October 2023</b>	Time: <b>02:00PM</b> Venue: <b>Zoom</b>

### PROCUREMENT OF ESSENTIAL OIL TRAVEL KIT AND PAPER TWINE AS TOKENS AND PACKAGING FOR REGULAR FOREIGN BUYERS OF MANILA FAME 2023

TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 130,000.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
400	sets	<b>Essential Oil Blends Travel Kit</b> ABC: PHP 300.00 per set or a total of PHP 120,000.00 <b>Specifications:</b> <ul style="list-style-type: none"> <li>• Size: 1.5ml in pocket sized roller bottles</li> <li>• No. of pieces per set: 5 pieces per set</li> <li>• Preferred scents:               <ul style="list-style-type: none"> <li>○ Rise and Shine</li> <li>○ Minty Breeze</li> <li>○ Citronella Burst</li> <li>○ Sweet Dreams</li> <li>○ Stress Away</li> </ul> </li> </ul>		
3	rolls	<b>Paper twine for Packaging</b> ABC: PHP 3,333.00 per roll or a total of PHP 10,000.00		

**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: \_\_\_\_\_