

**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-2024-0001-R2-EPA**

**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 **Early Procurement Activity (EPA)** Notice for:

**BOOTH CONSTRUCTION OF DESIGN PHILIPPINES  
PAVILION AND PARTNER PROVINCES & MARKET  
TESTING PAVILION FOR THE PHILIPPINE PARTICIPATION  
IN AMBIENTE 2024**

*(Please see attached Request for Quotation Form for more details. Technical Drawings are available upon request to BAC Secretariat.)*

**Approved Budget of the Contract: PHP 5,000,000.00 OR EUR 80,645.16**

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



**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](mailto:citembac@citem.com.ph)



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **01 December 2023**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

RFQ No.: **2024-0001-R2-EPA**

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.

<b>Deadline of Submission of Quotations: 05 December 2023</b>	<b>Time: 12:00PM</b>
<b>Schedule of Opening of Bids: 05 December 2023</b>	<b>Time: 02:00PM</b> <b>Venue: ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>BOOTH CONSTRUCTION OF DESIGN PHILIPPINES PAVILION AND PARTNER PROVINCES &amp; MARKET TESTING PAVILION FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2024</b></p> <p><i>(Please see attached Perspective for more details. Technical Drawings are available upon request to BAC Secretariat.)</i></p> <p><b>APPROVED BUDGET FOR THE CONTRACT: PHP 5,000,000.00 or EUR 80,645.16</b></p> <p><b>Inclusions:</b></p> <ul style="list-style-type: none"> <li>Installation, Dismantling, and Hauling</li> <li>DESIGN Philippines Pavilion – 136sqm (Hall 10.4 Stand B72)</li> <li>Partners Provinces and Market Testing Pavilion – 82.5sqm (Hall 10.4 Stands A49 and B42)</li> <li>Electrical Installation and Consumption</li> <li>Miscellaneous</li> </ul>		

**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 an Early Procurement Activity (EPA) the following rules shall apply:
  - Price escalation is generally not allowed. The Price is considered fixed price for the given scope of work as awarded;
  - Bid validity shall be 120 calendar days extendible upon request of CITEM;
  - Notice of Award shall ONLY be released upon approval and effectivity of GAA 2024 or the reenactment of the 2023 budget.

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: \_\_\_\_\_