

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-2024-0011

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:

**PROCUREMENT OF QUARTERLY PREVENTIVE MAINTENANCE FOR CITEM  
GENERATOR CY 2024**

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

Approved Budget for the Contract	: PHP 60,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 15 January 2024, 05:00PM
Schedule of Opening of Bids	: 16 January 2024, 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](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.*

**3. Notarized Omnibus Sworn Statement**

**4. 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:

- 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 December 2023  
RFQ No.: 2024-0011

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

Deadline of Submission of Eligibility Documents and Financial Bid: **15 January 2024**

Time: **05:00PM**

Schedule of Opening of Bids: **16 January 2024**

Time: **02:00PM**

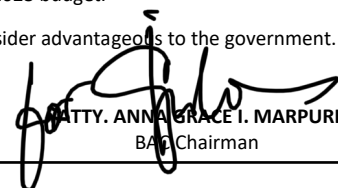
Venue: **ZOOM**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;"><b>PROCUREMENT OF QUARTERLY PREVENTIVE MAINTENANCE FOR CITEM GENERATOR CY 2024</b></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 60,000.00</u></p> <p><u>Scope of Work:</u></p> <ol style="list-style-type: none"> <li>1. Conduct the quarterly preventive maintenance of the generator and its Automatic Transfer Switch (ATS) on a quarterly schedule.</li> <li>2. Conduct Preventive Maintenance Service on the fourth quarter to change the following:               <ol style="list-style-type: none"> <li>a. Engine Oil</li> <li>b. Fuel Separator</li> <li>c. Fuel Filter</li> <li>d. Engine Coolant</li> <li>e. Lube Oil Filter</li> <li>f. Air Filter</li> </ol> </li> <li>3. Quarterly visit and check up should include all parts of the generator and the ATS.</li> <li>4. Perform minor repairs, if necessary.</li> <li>5. Provide service reports of the quarterly schedule.</li> <li>6. Provide technical advice for major repairs and perform the same, if necessary. Actual costs of repair shall be separate from the quarterly maintenance contract.</li> <li>7. Coordinate with in-house electricians for the maintenance and operation of the generator.</li> <li>8. Provide qualified technicians to do the preventive maintenance and/or repair.</li> <li>9. Technicians shall be on-call for immediate or emergency check-up and/pr repair.</li> </ol>		

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