

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-2024-0052

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:

**FABRICATION OF 24 SETS OF PLAQUES FOR KATHA AWARDS FINALISTS
OF IFEX PHILIPPINES 2024**

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

Approved Budget for the Contract	: PHP219,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 18 March 2024, 05:00PM
Schedule of Opening of Bids	: 19 March 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. 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)

- 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 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



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



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: 14 March 2024
RFQ No.: 2024-0052

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: 18 March 2024	Time: 05:00PM
Schedule of Opening of Bids: 19 March 2024	Time: 02:00PM Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
24	set	<p style="text-align: center;">FABRICATION OF PLAQUES FOR KATHA AWARDS FINALISTS OF IFEX PHILIPPINES 2024</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 219,000.00</u></p> <p>Delivery Date: 22 April 2024 Components:</p> <p>A. Frame 20cm x 30cm SOLID WOOD frame and backing (approx. 2cm thick solid wood) with approved matte varnish/stain</p> <p>B. Accent Panel 10cm x 23cm clear acrylic (approx. 5mm thick) with synthetic solihiya matting (light brown color) cut to size</p> <p>C. Graphics Panel 10cm x 20cm stainless brushed steel, approx. 3mm thick with logo engraving and text printing (2 color) with matte coating</p> <p>D. Accessories Saw tooth hanger, spacers (see details)</p> <p>Scope of Work:</p> <ol style="list-style-type: none"> 1. The contractor shall deliver 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 quantity of the items. 4. The contractor must deliver the items on 22 April 2024. 5. All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise. 6. Delay of delivery or installation will call for deduction of 10% of contract price. <p style="text-align: center;"><i>(Please see attached Design for more details.)</i></p>		

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.

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.

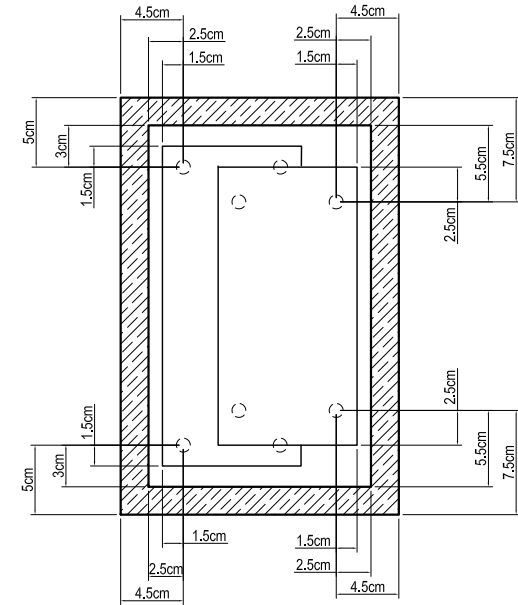
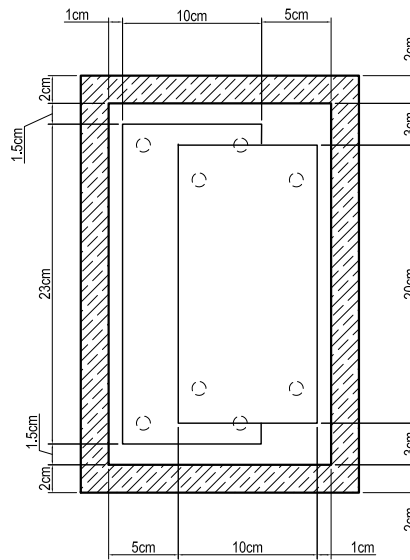
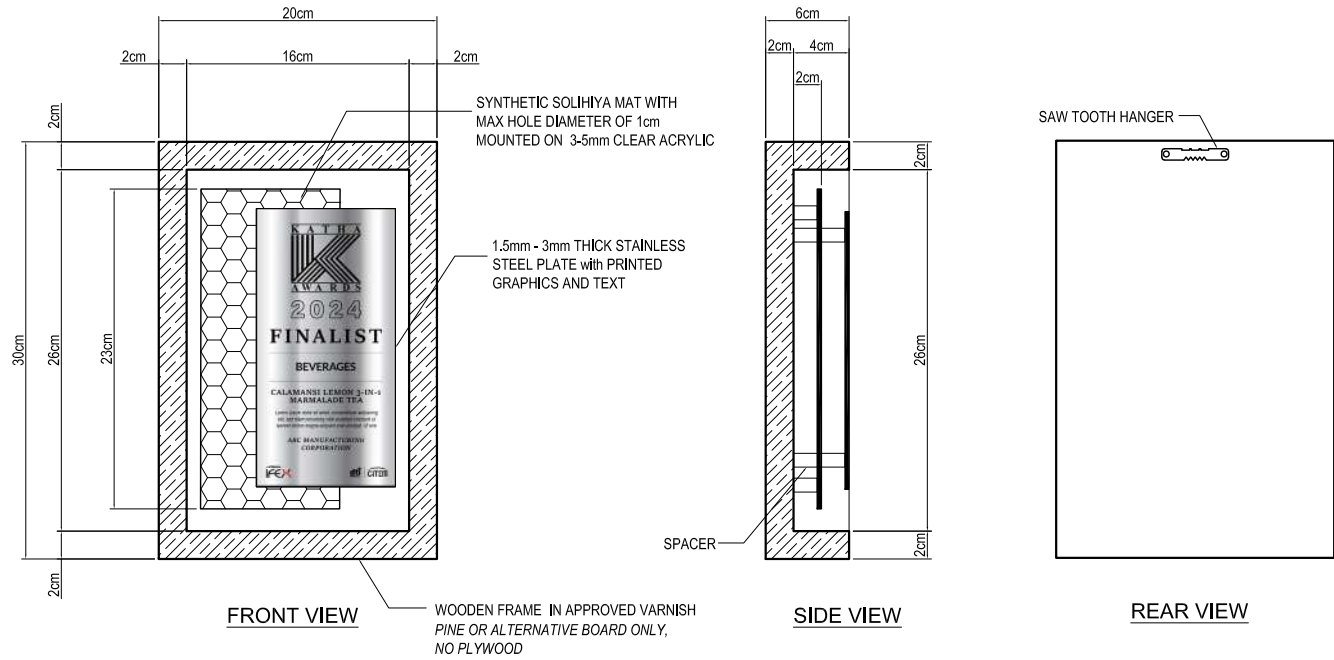
Date Submitted

Signature over printed name of the Authorized Company Representative

Designation: _____

Telephone No(s).: _____

Email: _____



DESIGN PROPOSAL 4



Solihya

It symbolizes the resilience and strength of the interwoven solihya pattern, highlighting the finalist's strength and skill.

Natural Wood

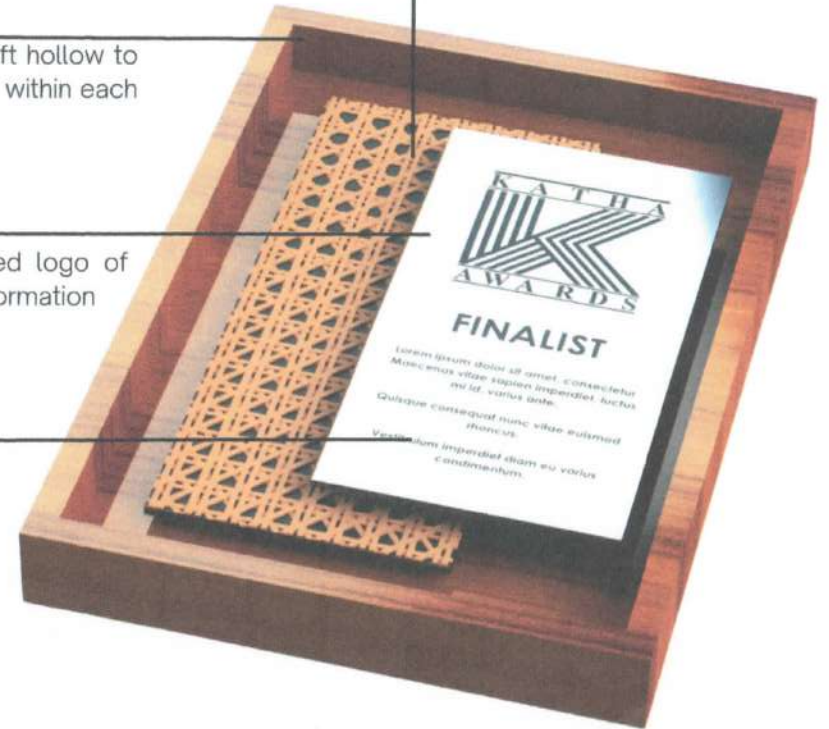
Inner framing intentionally left hollow to symbolize the vast potential within each finalist.

Metal Sheet

Metal sheet with the printed logo of Katha Awards and finalist information

Print

Katha Awards Logo and Finalist Information

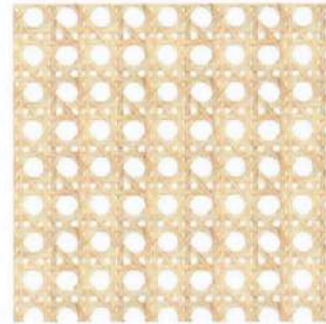


	PROJECT: IFEX 2024	SHEET CONTENT: DESIGN & DETAILS	DESIGNER: JOHN RAY C. SILVEIRO	REQUESTING ART: ROWENA MENDOZA OIC - DM, DG2	APPROVED BY / COMMENTS:
	TITLE: KATHA PLAQUE		REVIEWED BY: NORMAN BAGUMBAGOL OIC - DM, DG2		
DATE / TIME: FEB. 26, 2024	LOCATION: WTC, PASAY CITY		SHEET NO: 4/5	REVISION: 0	AMB. EDWARD L. FERREIRA, Ph.D.

CALLOUTS



ACCENT OPTIONS:



SOLHIYA



BANIG



TEXTILE (IFUGAO)

	PROJECT:	IFEX 2024	SHEET CONTENT:	DESIGNER:		REQUESTING DESK:		APPROVED BY / COMMENTS:
	TITLE:	KATHA PLAQUE		DESIGN & DETAILS	REVIEWED BY:		ROWENA MENDOZA OIC - DM, C&G	
DATE / TIME:	LOCATION:	WTC, PASAY CITY		SHEET NO.:	5/5	REVISION:	0	