

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-2024-0124

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:

HIRING OF OFFICIAL EXHIBITION SIGNAGE CONTRACTOR FOR MANILA FAME 2024

(Please see attached Request for Quotation Form, Terms of Reference, and Signage Bidding Form for more details.)

Approved Budget for the Contract	: PHP 950,000.00
Pre-bid Conference	: 09 July 2024, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 12 July 2024, 05:00PM
Opening of Qualitative Evaluation Documents	: 12 July 2024, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 16 July 2024, 02:00PM

Conduct of Pre-bid Conference and 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.

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**

Financial Bid (2nd Envelope / Compressed Folder)

- **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative**
- **Signage Bidding Form**

Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- i. **DTI / SEC Certificate of Registration or any government issued document;**
- ii. **Sample works/portfolio with attached photos;**
- iii. **Certificate of completion / job order or any official document to show proof of engagement.**

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, Financial Bid, and Qualitative Evaluation Documents 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

- | | |
|---|--|
| <input type="checkbox"/> Shopping with ABC of Php 50,001 and above
<input type="checkbox"/> Lease of Real Property and Venue | <input checked="" type="checkbox"/> Small Value Procurement with ABC of Php 50,001 and above
<input type="checkbox"/> Others: _____ |
|---|--|

Date: 05 July 2024
RFQ No.: 2024-0124

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.

Pre-Bid Conference: 09 July 2024	Time: 02:00PM	Venue: Zoom
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents: 12 July 2024	Time: 05:00PM	
Schedule of Opening of Qualitative Evaluation Documents: 12 July 2024	Time: 05:00PM	
Schedule of Opening of Eligibility Documents and Financial Bid: 16 July 2024	Time: 02:00PM	Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF OFFICIAL EXHIBITION SIGNAGE CONTRACTOR FOR MANILA FAME 2024</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 950,000.00</u></p> <p><i>Requirements: Signages, Graphics, and Printing</i></p> <p><u><i>Please use attached Terms of Reference for more details.</i></u></p> <p>Note: Bidders must duly fill in this Request for Quotation Form together with the Signage Bidding Form. Both forms must be signed by the authorized representative of the interested bidder.</p>	Please use attached Signage Bidding Form.	Please use attached Signage Bidding Form.

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: _____

TERMS OF REFERENCE

CITEM OFFICIAL EXHIBITION SIGNAGE/GRAPHIC PRINTING CONTRACTOR FOR MANILA FAME

(Service Engagement: Upon signing of JO till 30 October 2024)

A. PROJECT TERMS AND COVERAGE.

The term of the contract shall start **upon signing of JO till 30 October 2024** for **Manila Fame 2024 Edition**.

NOTE: The contract to be awarded will cover the above project. Budget allocation is reflected on the Purchase request and considered as ABC of the project; and issuance of individual Job Orders will be based on actual and specific requirements of the project.

B. WHO ARE ELIGIBLE TO BID.

1. Only persons/companies meeting all the following requirements shall be eligible/qualified to participate in the bidding:
 - a. Companies without prior or outstanding obligation (such as payment or service due) to CITEM; and
 - b. Companies who are not blacklisted in any government agencies.
 - c. Company's primary business should be printing services/signage printing contractor.

Criteria for Award: Lowest Calculated and Responsive Bidder

Mode of Procurement: Small Value Procurement

Passing rate: 80%

Note: Only bidders who pass the Qualitative Evaluation shall proceed with the opening of financial bid.

CRITERIA	VALUE POINT
<p>1. Company Profile and Experience The company should be in the exhibition signage printing industry whose primary business is printing services/signage printing contractor. Length of relevant experience:</p> <ul style="list-style-type: none">• 10 years and above (25 points)• 6-9 years (15 points)• 1-5 years and below (5 points) <p>Document Required: DTI / SEC Certificate of Registration or any government issued document</p>	25
<p>2. Exhibition Signage Printing Contractor The company must have experienced being an exhibition signage contractor for exhibition events with a total of 8,000 sqm space or more for the past 5 years.</p> <ul style="list-style-type: none">• 5-8 Exhibition Events as an appointed exhibition signage contractor (25 points)• 3-4 Exhibition Events as an appointed exhibition signage contractor (15 points)• 1-2 Exhibition Events as an appointed exhibition signage contractor (5 points) <p>Document Required: Sample works/portfolio with attached photos</p>	25

<p>3. Experience in locally held international trade shows The company must have completed locally held international trade shows with quality and good standing within the past 5 years.</p> <ul style="list-style-type: none"> • 4-5 locally held international trade shows or more (50 points) • 1-3 locally held international trade shows (25 points) <p>Document Required: Certificate of completion / job order or any official document to show proof of engagement</p>	50
TOTAL	100

C. BASIC CONDITIONS.

1. The company with the lowest bid price in a category shall be considered the winning bidder for such category.
2. The Contractor shall take charge of the production and handling, as well as the installation and dismantling of all signage/graphics requirements of CITEM projects for the specific requirements.
3. The Contractor shall fill up the Exhibition Signage Printer / Contractor Bidding Form provided and the indicated bid price must be on a per square meter basis for all categories unless otherwise indicated.
4. The Contractor shall coordinate directly with CITEM's Exhibition Design Division (EDD) in confirming all signage/graphics requirements, as well as in seeking approval for samples to be submitted.
5. The Contractor shall provide labor and materials including scaffolding for the installation, dismantling and 2-way hauling of all signage/graphic requirements of CITEM including but not limited to materials such as frames, poles, and other fixtures whenever applicable.
6. The Contractor shall deploy a minimum of 15 technically competent workers during ingress and egress periods, which should be knowledgeable of all services offered by the contractor and should be able to adequately answer all questions raised by CITEM personnel in relation to their deliverables signage/graphic requirements.
7. The Contractor shall undertake to do simultaneous installations related to item No. 6. The supervisors will be responsible for on-site supervision to effect liaison with CITEM and its designated representative/s.
8. The Contractor shall undertake to perform the work wholly by itself without assigning or sub-contracting any part of it to a third party.
9. The Contractor shall provide maintenance service or after-sales service as a guarantee of good work for the whole duration of the Project, and shall assign personnel who shall be on call whenever their services will be required.
10. The Contractor shall be liable for damages of any parts of the facility or the exhibition venue caused by faulty installation. It shall perform its obligation under this agreement in accordance with best accepted professional standards. It shall exercise responsible skill, care and diligence in the discharge of the duties agreed to be performed.

11. The Contractor must dismantle the items/structure and haul the same to CITEM-designated warehouse/s with care to avoid damages. Damages incurred or caused by the Contractor shall be repaired/replaced at the Contractor's expense.
12. In the event that the Contractor cannot supply the request, CITEM reserves the right to source said request from other suppliers/printers provided such supplier/printers had undergone through the procurement process.
13. The Contractor must coordinate directly with the personnel in-charge for the use of the equipment and facilities of the exhibition venue.
14. CITEM shall issue corresponding Job Order (J.O.) to the Contractor for the actual and specific requirement based on awarded rates.
15. CITEM shall provide the design and specifications for all items. Contractor shall, if required, provide sample print/s and shall seek approval of the same prior to actual printing.

D. OTHER PERTINENT CONDITIONS.

1. The performance of the winning party shall be subject to review and evaluation. If it receives a rating below satisfactory, based on CITEM-EDD and Project Secretariat ratings, or is deemed unfit or incapable of handling the project, CITEM may either opt to undertake the project on its own or conduct another bidding. CITEM's decision on the performance of the winning contractor shall be considered final and binding.
2. In case CITEM terminates the contract of the Official Contractor based on unsatisfactory performance, the said Contractor may be banned from participating in any CITEM's projects for the succeeding year/s, the actual length of it will be based on CITEM's specified timeframe.
3. The selected Official Contractor may request cancellation of the contract in case of force majeure such as natural calamities and other circumstances like bankruptcy, which may prevent it from performing the services contracted for. However, CITEM reserves the right to assess and evaluate the validity of reason for the termination of the contract.
4. There shall be no employer-employee relationship between CITEM and the Contractor, Contractor's personnel and Supervisors.
5. All payments due to the Contractor shall be subject to deduction of the withholding tax and, if applicable, the Value-Added Tax (VAT).
6. All other stipulations mentioned in the Minutes of the Meeting with the bidders and/or CITEM-BAC and written communications from CITEM shall constitute as part of these bidding guidelines and shall be issued in the form of Supplemental / Bid Bulletin.
7. CITEM-BAC reserves the right to reject any or all bids, waive any formality required therein, and recommend the award that is most advantageous to CITEM as the government procuring entity.

E. APPROVED BUDGET OF THE CONTRACT.

Php 950,000.00 (VAT inclusive).

F. CONDITIONS FOR PAYMENT.


Payment shall be made to the contractor only after the event based on actual orders made and approved by the Exhibition Design Division and/or Department Manager of the Communications and Creative Services Department.

Prepared by:



TRINETTE O. RIGUERRA
TDS
Exhibition Design Division

Recommending Approval:



MARJOF F. EVIO
OIC-DM, OG1



NORMAN BAGULBAGUL
OIC-DM, CCSD

Approved by:



LEAH PULIDO OCAMPO
Executive Director

