

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-2025-0006-EPA-R1

**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/PAVILION STAND CONSTRUCTION,
INSTALLATION AND DISMANTLING FOR THE
PHILIPPINE PARTICIPATION IN WINTER FANCY
FOOD SHOW 2025**

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

APPROVED BUDGET FOR THE CONTRACT: PHP2,360,000.00

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.



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



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **16 December 2024**
RFQ No.: **2025-0006-EPA-R1**

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.

Schedule of Bidding in Philippine Standard Time:		
Deadline of Submission of Quotations: 18 December 2024		Time: 01:00PM
Schedule of Opening of Bids: 18 December 2024	Time: 02:00PM	Venue: ZOOM

Schedule of Bidding in Pacific Standard Time:		
Deadline of Submission of Quotations: 17 December 2024		Time: 09:00PM
Schedule of Opening of Bids: 17 December 2024	Time: 10:00PM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
74.5	sqm	<p>BOOTH/PAVILION STAND CONSTRUCTION, INSTALLATION AND DISMANTLING FOR THE PHILIPPINE PARTICIPATION IN WINTER FANCY FOOD SHOW 2025</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP2,360,000.00</u></p> <p>Date Needed/Delivery Date: <u>16-17 January 2025</u> Event Dates: <u>19-21 January 2025</u> Stand Location: <u>Las Vegas, USA</u></p> <p><i>(Please see attached Layout, Perspective Views, and Technical Drawing for more details.)</i></p>		

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 2025 or the reenactment of the 2024 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: _____

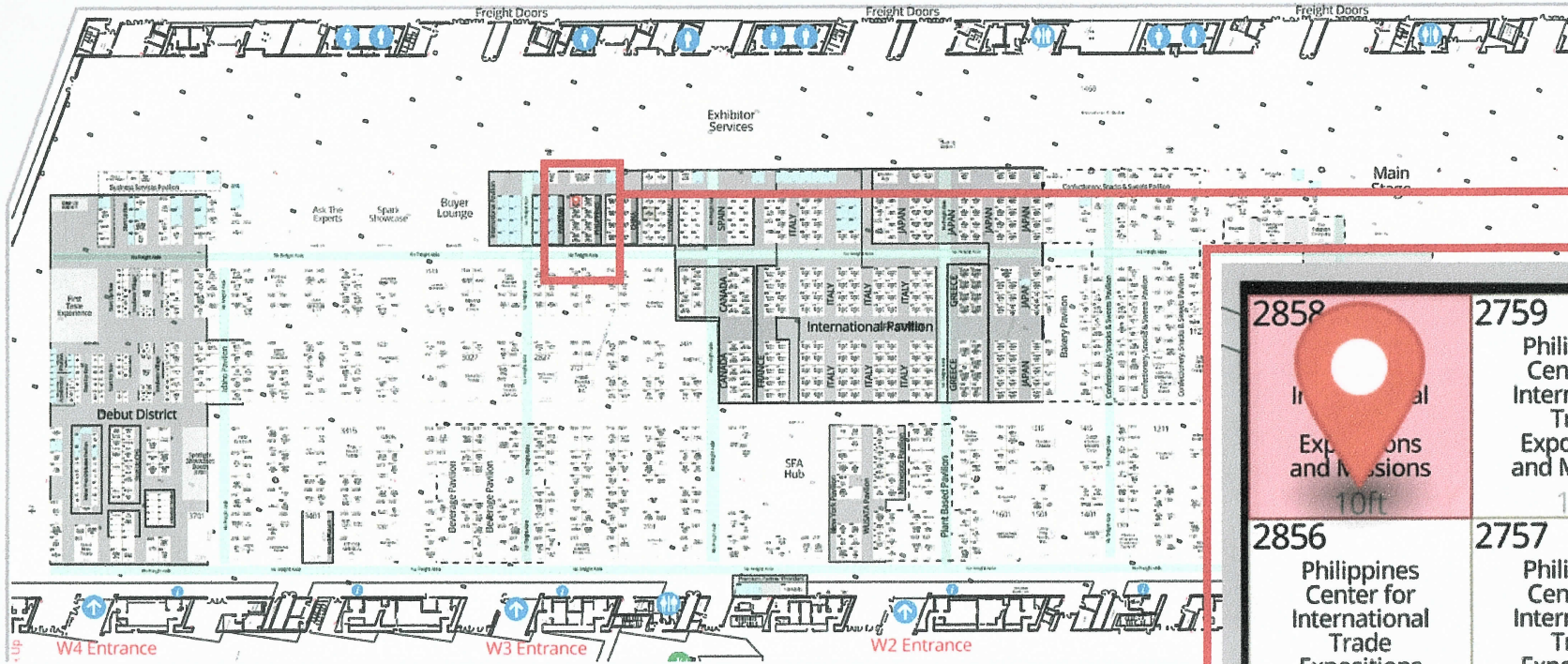
FOOD **Philippines**



winter
fancy food show

LAS VEGAS, NEVADA
19-21 JANUARY 2025

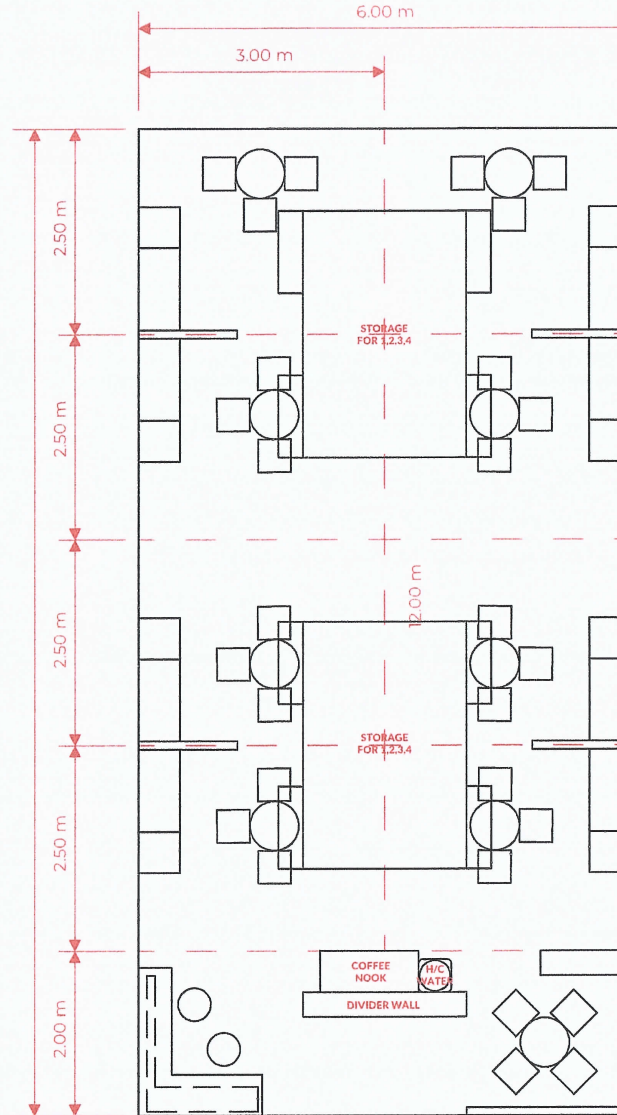




72 sqm
WEST HALL 2858

<p>2858</p>  <p>Philippines Center for International Trade Expositions and Missions</p> <p>10ft</p>	<p>2759</p> <p>Philippines Center for International Trade Expositions and Missions</p> <p>10ft</p>	<h1>PHILIPPINES</h1>
<p>2856</p> <p>Philippines Center for International Trade Expositions and Missions</p> <p>10ft</p>	<p>2757</p> <p>Philippines Center for International Trade Expositions and Missions</p> <p>10ft</p>	
<p>2854</p> <p>Philippines Center for International Trade Expositions and Missions</p> <p>10ft</p>	<p>2755</p> <p>Philippines Center for International Trade Expositions and Missions</p> <p>10ft</p>	
<p>2852</p> <p>Philippines Center for International Trade Expositions and Missions</p> <p>10ft</p>	<p>2753</p> <p>Philippines Center for International Trade Expositions and Missions</p> <p>10ft</p>	

OPTION 1



	PROJECT:	WFFS 2025	SHEET CONTENT:	DESIGNER:	NORMAN BAGUL BAGUL Chief Division - EDD	RECOMMENDING APPROVAL:	JOSEPH BERNAT Department Manager III - CCSD	APPROVED BY / COMMENTS:
	TITLE:	PHILIPPINE PAVILION		LAYOUT PLAN	SHEET NO:	01	REVISION:	
DATE / TIME:	DECEMBER 09, 2024	LOCATION:		LAS VEGAS, NEVADA	REQUESTING PARTY:	ROWENA G. MENDOZA Department Manager III - EDD	LEAH PULIDO OCAMPO Executive Director, CITEM	

OPTION 1



	PROJECT:	WFFS 2025	SHEET CONTENT:	DESIGNER:	RECOMMENDING APPROVAL:	APPROVED BY / COMMENTS:
	TITLE:	PHILIPPINE PAVILION		 NORMAN BAGUL BAGUL Chief Division - EDD	 JOSEPH BERNAT Department Manager III - CCSD	
DATE / TIME:	LOCATION:	LAS VEGAS, NEVADA		DETAILS	SHEET NO: 02	REVISION: 0

WFFS 2025
PHILIPPINE PAVILION

DETAILS

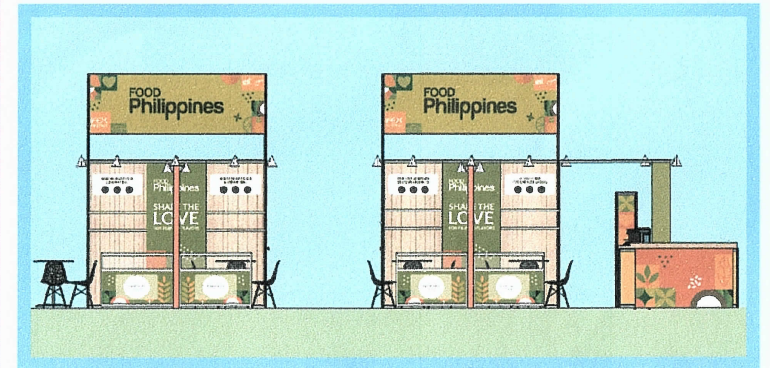
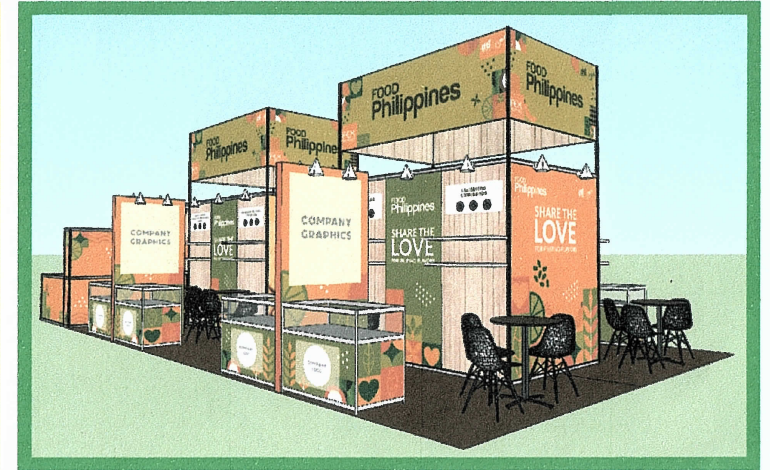
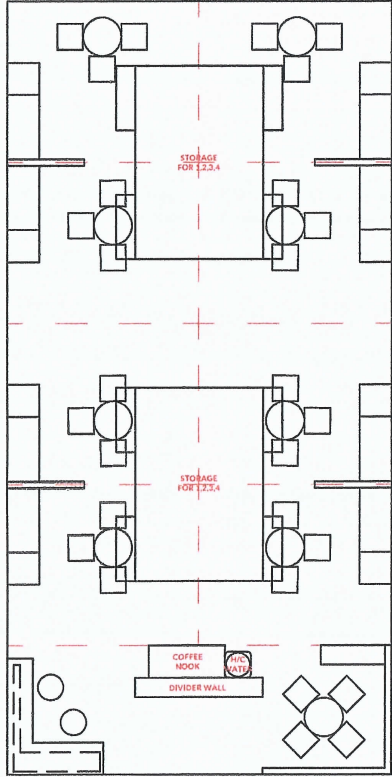
OPTION 2



	PROJECT:	WFFS 2025	SHEET CONTENT:	DESIGNER:	RECOMMENDING APPROVAL:		APPROVED BY / COMMENTS:
	TITLE:	PHILIPPINE PAVILION		 NORMAN BAGUL BAGUL Chief Division - EDD	 JOSEPH BERNAT Department Manager III - CCSD		
DATE / TIME:	LOCATION:	LAS VEGAS, NEVADA		DETAILS	SHEET NO: 02	REVISION: 0	REQUESTING ART: ROWENA G. MENDOZA Department Manager III - SBB

WFFS 2025
PHILIPPINE PAVILION

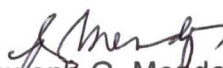

OPTION 2



	PROJECT:	WFFS 2025	SHEET CONTENT:	DESIGNER:	RECOMMENDING APPROVAL:	APPROVED BY / COMMENTS:
	TITLE:	PHILIPPINE PAVILION			 NORMAN BAGULBAGUL Chief Division - EDD	 JOSEPH BERNAT Department Manager III - CCSD
DATE / TIME:	LOCATION:	LAS VEGAS, NEVADA	PERSPECTIVE VIEWS	SHEET NO:	REQUESTING FOR BY:	
DECEMBER 09, 2024					03	 ARWENA G. MENDOZA Department Manager III - SBD
				REVISION:		
				0		

Memorandum

For : Bids & Awards Committee

From : 
Rowena G. Mendoza
Department Manager, CBD 

Subject : Request to Re-Posting of the Philippine Pavilion Construction for
Winter Fancy Food Show 2025

Date : 16 December 2024

This is to request re-posting of the Purchase Request Number 2025-0010-EPA the construction of Philippine Pavilion for the upcoming WINTER FANCY FOOD SHOW 2025, to be held on 19-21 January 2025 at the Las Vegas, Nevada.

Said re-posting was due to the failed bidding for said requirement held last 12 December 2024.

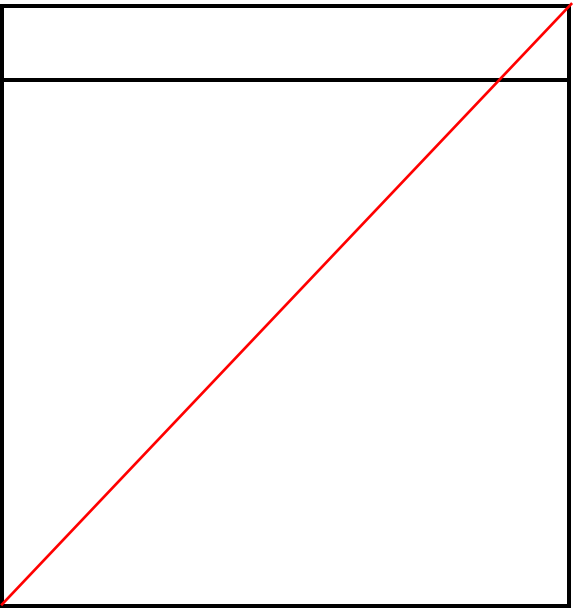
Thank you.

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor, Sen Gil J. Puyat Avenue, Pasay City

ABSTRACT OF QUOTATIONS

Mode of Procurement: **OVERSEAS PROCUREMENT**

Date: **13 December 2024**

QTY	UNIT	ARTICLE(S)/WORK(S)	
74.5	sqm	BOOTH/PAVILION STAND CONSTRUCTION, INSTALLATION AND DISMANTLING FOR THE PHILIPPINE PARTICIPATION IN WINTER FANCY FOOD SHOW 2025	
Approved Budget for the Contract: <u>PHP2,360,000.00</u>			

1. **FAILED BID. NO BIDS RECEIVED.** _____ for item(s) For reposting. _____

By the Bids and Awards Committee:

ANNA MARIE ALZONA
Member

MARJO EVIO
Member

ROMINA MAGNO
Member

ROWENA MENDOZA
Member

WILMA DULAY
Regular Member

NORMAN BAGULBAGUL
Vice-Chairman

ATTY. ANNA GRACE I. MARPURI
Chairman

Approved by:

EXECUTIVE DIRECTOR LEAH PULIDO OCAMPO
Head of Procuring Entity

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-2025-0006-EPA

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AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING
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**BOOTH/PAVILION STAND CONSTRUCTION,
INSTALLATION AND DISMANTLING FOR THE
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FOOD SHOW 2025**

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

APPROVED BUDGET FOR THE CONTRACT: PHP2,360,000.00

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.


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



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **12 December 2024**
RFQ No.: **2025-0006-EPA**

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.

Schedule of Bidding in Philippine Standard Time:		
Deadline of Submission of Quotations: 13 December 2024	Time: 01:00PM	
Schedule of Opening of Bids: 13 December 2024	Time: 02:00PM	Venue: ZOOM

Schedule of Bidding in Pacific Standard Time:		
Deadline of Submission of Quotations: 12 December 2024	Time: 09:00PM	
Schedule of Opening of Bids: 12 December 2024	Time: 10:00PM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
74.5	sqm	BOOTH/PAVILION STAND CONSTRUCTION, INSTALLATION AND DISMANTLING FOR THE PHILIPPINE PARTICIPATION IN WINTER FANCY FOOD SHOW 2025 APPROVED BUDGET FOR THE CONTRACT: PHP2,360,000.00 Date Needed/Delivery Date: <u>16-17 January 2025</u> Event Dates: <u>19-21 January 2025</u> Stand Location: <u>Las Vegas, USA</u> <i>(Please see attached Layout, Perspective Views, and Technical Drawing for more details.)</i>		

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:
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 - 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 2025 or the reenactment of the 2024 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: _____



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
PURCHASE REQUEST**

REV1



Date Received: 12 December 2024



PR No.: 2025-0010-EPA

PROJECT / ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT COST	ESTIMATED TOTAL COST
<p>Date Needed/Delivery Date: <u>January 16-17, 2025</u></p> <p>PROJECT : WINTER FANCY FOOD SHOW 2025 SUBJECT : BOOTH / PAVILION STAND CONSTRUCTION, INSTALLATION AND DISMANTLING</p> <p align="center">BOOTH / PAVILION STAND CONSTRUCTION, INSTALLATION AND DISMANTLING</p> <p>SIZE OF SPACE: 74.5 SQM EVENT DATES: 19-21 JANUARY 2025 VENUE : LAS VEGAS, USA</p> <p align="center"><i>(End-users may add rows or pages, if necessary)</i></p>	1	LOT		Php2,360,000.00
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):				PHP2,360,000.00

Purpose: for the Philippine participation in WFFS
Attachments: Booth layout

Budget Source: WFFS 2025

- One Lot (Several items awarded as ONE contract)
 Per Line/Lot (Several items awarded as SEPARATE contract)
 Request for Pre-bid Conference


<p>Requested By:</p> <p align="center"> <u>ROWENA G. MENDOZA</u> Department Manager, CBD</p> <p>Date: <u>12/10/24</u></p> <p>Division: <u>IPS</u></p> <p>Focal Person: <u>ZHARITA S. BAGAYAS</u></p>	<p>Approved By:</p> <p align="center"> <u>LEAH PULIDO-OCAMPO</u></p> <p>Date: <u>12/10/24</u></p> <p align="center">EXECUTIVE DIRECTOR</p>
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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Indicative Annual Procurement Plan Non-Common Use Supplies FY 2025


Project: Winter Fancy Food Show 2025

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Space Cost (108 sqm + VAT)	OG2-OTF	YES	Overseas Procurement					GoP	3,250,000.00	3,250,000.00	0.00	
	Registration Fee (Membership Fee in USSFA)	OG2-OTF	NO	Overseas Procurement					GoP	16,800.00	16,800.00	0.00	
	Stand Installation / Dismantling / Fireproofing/ Labor/ Graphics/Flooring	OG2-OTF	NO	Overseas Procurement					GoP	3,750,000.00	3,750,000.00	0.00	
	Additional Props & Display Materials	OG2-OTF	NO	Overseas Procurement					GoP	100,800.00	100,800.00	0.00	
	Electrical Installation and consumption	OG2-OTF	NO	Overseas Procurement					GoP	123,200.00	123,200.00	0.00	
	Water connection & consumption, drain system, misc.	OG2-OTF	NO	Overseas Procurement					GoP	56,000.00	56,000.00	0.00	
	Rental of Lead Retrieval	OG2-OTF	NO	Overseas Procurement					GoP	33,600.00	33,600.00	0.00	
	Stand Cleaning/ Disposal of Empties	OG2-OTF	NO	Overseas Procurement					GoP	56,000.00	56,000.00	0.00	
	Stand Photography	OG2-OTF	NO	Overseas Procurement					GoP	68,896.96	68,896.96	0.00	
	Print - Catalogue Listings/Media Package, etc..	OG2-OTF	NO	Overseas Procurement					GoP	856,800.00	856,800.00	0.00	
	Directory of Exhibitors/ Brochures / Flyers/Translation, etc.	OG2-OTF	NO	NP-53.9 - Small Value Procurement					GoP	130,000.00	130,000.00	0.00	
	Press Kits	OG2-OTF	NO	NP-53.9 - Small Value Procurement					GoP	5,000.00	5,000.00	0.00	
	Others (e.g. direct mail/courier/telemarketing-FTSC)	OG2-OTF	NO	NP-53.9 - Small Value Procurement					GoP	5,600.00	5,600.00	0.00	
	Plane Fare x 2 pax	OG2-OTF	NO	NP-53.14 Direct Retail of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets					GoP	224,000.00	224,000.00	0.00	
	Hotel Accommodation x 2 pax	OG2-OTF	NO						GoP	160,563.20	160,563.20	0.00	
	Per Diem x 2pax	OG2-OTF	NO						GoP	90,316.80	90,316.80	0.00	
	Pre-Travel Expenses x 2pax	OG2-OTF	NO						GoP	7,000.00	7,000.00	0.00	
	Insurance 1,000 x 2 pax	OG2-OTF	NO						GoP	4,000.00	4,000.00	0.00	
	Travel Tax x 2pax	OG2-OTF	NO						GoP	3,240.00	3,240.00	0.00	
	Briefings/Meeting Expenses	OG2-OTF	NO						GoP	35,500.00	35,500.00	0.00	
	Comm. / Admin Expenses	OG2-OTF	NO	Shopping					GoP	5,600.00	5,600.00	0.00	
	Office Supplies	OG2-OTF	NO	Shopping					GoP	8,433.04	8,433.04	0.00	
	Bank / Remittance Charges	OG2-OTF	NO						GoP	6,850.00	6,850.00	0.00	
	Printing of Business cards	OG2-OTF	NO	NP-53.9 - Small Value Procurement					GoP	800.00	800.00	0.00	
	Courier / Postage	OG2-OTF	NO	NP-53.9 - Small Value Procurement					GoP	1,000.00	1,000.00	0.00	
	Service Provider (15%)	OG2-OTF	NO						GoP	1,000,000.00	1,000,000.00	0.00	
	TOTAL									10,000,000.00	10,000,000.00	0.00	

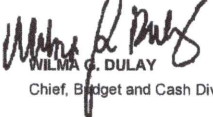
Prepared by:


EVA MARIE C. MARIQUINA
 OIC-DC, OTFs, OG 2

Noted by:


ROWENA G. MENDOZA
 OIC-DM, Operations Group 2

Evaluated by:


WILMA G. DULAY
 Chief, Budget and Cash Division

Recommended by:


ATTY. ANNA GRACE I. MARPURI
 Chairman, Bids and Awards Committee

Approved by:


MA. LOURDES D. MEDIRAN, CESO IV, CPA, MDM
 Alternate Head of Procuring Entity