

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-2024-0206-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 Notice for:

**VEHICLE RENTAL FOR THE OUTBOUND BUSINESS
MISSION IN THE HAGUE, NETHERLANDS AND
BRUSSELS, BELGIUM**

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

TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP300,000.00

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: **17 October 2024**

Company Name: _____

RFQ No.: **2024-0206-R1**

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: 21 October 2024		Time: 05:00PM
Schedule of Opening of Bids: 22 October 2024	Time: 02:00PM	Venue: ZOOM

Schedule of Bidding in Central European Time:		
Deadline of Submission of Quotations: 21 October 2024		Time: 11:00AM
Schedule of Opening of Bids: 22 October 2024	Time: 08:00AM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<p>VEHICLE RENTAL FOR THE OUTBOUND BUSINESS MISSION IN THE HAGUE, NETHERLANDS AND BRUSSELS, BELGIUM</p> <p>TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP300,000.00</u></p>		
1	unit	<p>A. 7-seater van <i>Note:</i> Vehicle must have enough space for large luggages and can still comfortably seat the passengers. <i>When:</i> 23 October 2024 <i>Time:</i> 7:30PM – 9:30PM (2-3 hours) <i>Where:</i> Pick-Up from Rotterdam Central, The Hague to Voco Hotel</p> <p><i>When:</i> 27 October 2024 <i>Time:</i> 9:00AM – 5:00PM (9 hours) <i>Where:</i> Brussels, Belgium ABC: PHP80,000.00</p>		
1	unit	<p>B. Bus good for 25-30 pax <i>Note:</i> Bus must have enough space for the large luggages and can still comfortably seat the passengers. <i>When:</i> 24 October 2024 (15 hours) <i>Time:</i> 8:00AM – 7:00PM: The Hague, Netherlands 7:00PM – 9:00PM: The Hague to Brussels, Belgium 9:00PM – 10:00PM: Brussels, Belgium</p> <p><i>When:</i> 25 October 2024 <i>Time:</i> 8:00AM – 8:00PM (12 hours) <i>Where:</i> Brussels, Belgium</p> <p><i>When:</i> 26 October 2024 <i>Time:</i> 9:00AM – 6:00PM (9 hours) <i>Where:</i> Brussels, Belgium ABC: PHP220,000.00</p>		



	<p><u>Inclusions:</u></p> <ul style="list-style-type: none">- Overtime provision, parking, toll changes, gas, taxes, bank charges and other fees. <p><u>Note:</u></p> <ul style="list-style-type: none">- Vehicle must be clean at all times. Driver/s must be hygienic, prompt and in proper attire.- WhatsApp account of the driver must be sent to the onsite project officer/s for proper coordination.		
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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.

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: _____

INDICATIVE ITINERARY
 Outbound Business Mission in The Hague and Brussels
AS OF 26 SEPTEMBER 2024

TIME	EXHIBITORS	TIME	GOVERNMENT DELEGATES
OCTOBER 23 (WEDNESDAY)			
5:00 PM onwards	SIAL Paris 2024 Egress	4:00 PM – 7:00 PM	Paris Gare Du Nord to Rotterdam Centraal, Netherlands via Eurostar Train BATCH 1 ONLY: RD DGN, DA RFO 5 Bus (+Maggie, Christine) to meet delegation at Rotterdam Centraal
		8:30 PM	Check-in at Voco Hotel [BATCH 1 ONLY]
OCTOBER 24 (THURSDAY)			
5:00 AM	Check-out from Hotel in Paris <i>Batch 2 (CITEM and the rest of the delegation (exhibitors))</i>	8:30 AM	Check out and Call time Venue: <i>VOCO Hotel lobby</i>
6:21 AM – 9:05 AM	Paris to Rotterdam Centraal, The Hague, Netherlands via Eurostar Train (€68.00 per pax) <i>Meet-Up Point: Paris Gare Du Nord Station</i> Bus (+Christine) to meet delegation at Rotterdam Centraal	09:00 AM – 10:00 AM	Visit at the Philippine Embassy (Photo Op) and Coordination Meeting <i>PE in The Netherlands - Laan Copes van Cattenburch 125, The Hague, Netherlands</i>
9:05 – 9:30 AM	Travel to The Hague PE		
10:00 AM – 11:00 AM	Preparation for the Business Roundtable	10:00 AM – 11:00 AM	Meeting with PLMA Mr. Chavy Dumpe
11:00 – 11:30	Registration		
11:30 AM – 2:30 PM	Business Roundtable and Networking Lunch		

3:00 PM – 6:00 PM	Site visits for market sensing activities (tbc)		
6:00 PM – 8:00 PM	The Hague to Brussels, Belgium via bus		
9:00 PM	Check-in at Hotel (The Hotel or Le Louise Hotel, Citadines)		
OCTOBER 25 (FRIDAY)			
7:30 AM	Call time <i>Citadines Lobby</i>		
8:00 AM – 9:00 AM	Courtesy Call on the Philippine Ambassador to Belgium <i>Philippine Embassy (PE) in Belgium - Avenue Molière 297, Brussels, Belgium</i>		
9:00 AM – 10:00 AM	Preparation for the Business Roundtable	9:00 AM – 10:00 AM	Meeting with Racso Jugarap
10:00 – 10:30	Registration for Business Roundtable and Networking Coffee (heavy snacks)		
10:30 – 12:30	Business Roundtable		
12:30 – 16:30	<i>Market Sensing Activities</i> <i>Locations TBC</i>	13:00 – 14:00 14:00 – 15:30	Travel to Trademart Meeting with Trademart representatives
17:00 – 18:00	Debriefing Meeting Venue: Philippine Trade and Investment Center Avenue Louise 207		
OCTOBER 26 (SATURDAY)			
10:00 AM – 5:00 PM	<i>Market sensing or site visits depending on flight details</i> Departure for Manila		
OCTOBER 27 (SUNDAY)			
9:00 AM – 10:00 AM	Attend the Fashion and Accessories Open Days in Trademart – <i>CITEM officials (OPTIONAL)</i>		
4:00 PM – 5:00 PM	Travel to Airport (CITEM representatives)		