

**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-2025-0064**

**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:

**RENTAL OF VEHICLE WITH DRIVER FOR THE  
MERCANDISE VISIT FOR THE CITEM'S  
PHILIPPINES DELEGATION TO FOOD EX JAPAN  
2025**

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

**APPROVED BUDGET FOR THE CONTRACT: PHP 112,000.00**

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



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: 06 March 2025

RFQ No.: 2025-0064

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.

<b>Schedule of Bidding in Philippine Standard Time:</b>		
Deadline of Submission of Quotations: <b>10 March 2025</b>		Time: <b>05:00PM</b>
Schedule of Opening of Bids: <b>11 March 2025</b>	Time: <b>02:00PM</b>	Venue: <b>ZOOM</b>
<b>Schedule of Bidding in Japan Standard Time:</b>		
Deadline of Submission of Quotations: <b>10 March 2025</b>		Time: <b>06:00PM</b>
Schedule of Opening of Bids: <b>11 March 2025</b>	Time: <b>03:00PM</b>	Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	unit	<p style="text-align: center;"><b>RENTAL OF VEHICLE WITH DRIVER FOR THE MERCHANDISE VISIT FOR THE CITEM'S PHILIPPINES DELEGATION TO FOODEX JAPAN 2025</b></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP112,000.00</u></p> <p><b>Date Needed / Delivery Date:</b> 15 March 2025 (Saturday), 12:00 – 07:00PM</p> <p><b>Requirement:</b></p> <ol style="list-style-type: none"> <li>1. Bus good for 35 pax</li> <li>2. Must have enough space to comfortably seat the passengers.</li> <li>3. See attached Itinerary</li> </ol> <p><b>Inclusions/Notes:</b></p> <ol style="list-style-type: none"> <li>1. Overtime provision, parking, toll charges, gas, taxes, bank charges, and other fees</li> <li>2. Vehicle must be clean at all times. Driver/s must be hygienic, prompt, and in proper attire. If non-English speaking, must have translation programs or apps in their phone.</li> <li>3. Whatsapp account of the driver must be sent to the onsite project officer/s for proper coordination.</li> </ol>		

**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).: \_\_\_\_\_


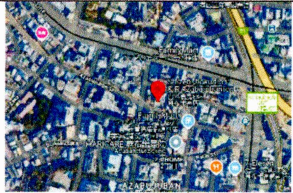
Email: \_\_\_\_\_

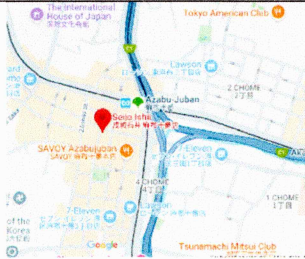
**ITINERARY OF TRAVEL**  
**MARKET SENSING TOUR FOR FOODEX EXHIBITORS**

From PTIC Tokyo  
31 January 2025

Time	Venue	Address	Map	Website	Objective
12:30	<b>Tokyo Big Sight or nearby hotel (TBC)</b>	3-11-1 Ariake, Koto-ku, Tokyo, 135-0063, Japan		<a href="https://www.bigsight.jp/english/">https://www.bigsight.jp/english/</a>	Assembly (Meeting Point)
12:30-12:50	Bus travel time				
<b>ARIAKE GARDEN</b>					
12:50-13:50 (1h)	<b>Bioral Ariake Garden</b>	2 Chome-1-8 Ariake, Koto City, Tokyo 135-0063  TEL: 03-6380-7351		<a href="https://www.bio-c-bon.jp/">https://www.bio-c-bon.jp/</a>	BIO-RAL offers a wide range of organic foods that make use of the bounty of nature, as well as healthy, wholesome products.
<i>(Possible Tour and MTG with Bioral)</i>					

<p>13:50-14:40 (50mins)</p>	<p><b>AEON Supermarket</b></p>	<p>2 Chome-1-8 Ariake, Koto City, Tokyo 135- 0063</p>		<p><a href="https://www.welcom-e-aeon.com/storesearch/searchdetail.php?d=S01238&amp;c=0000093970&amp;gl=1*5ygc3v*_gcl_au*MTE4MzI2NTQ2Ny4xNzM4MTM2MDA1">https://www.welcom-e-aeon.com/storesearch/searchdetail.php?d=S01238&amp;c=0000093970&amp;gl=1*5ygc3v*_gcl_au*MTE4MzI2NTQ2Ny4xNzM4MTM2MDA1</a></p>	<p>AEON Supermarket is one of Japan's largest retail chains, known for its wide selection of fresh produce, daily necessities, and affordable groceries. It operates under the AEON Group, which includes AEON Mall and AEON Retail, with locations nationwide. AEON Supermarkets offer convenient shopping, private-label products, and 24-hour stores in some areas. They also provide digital membership perks, eco-friendly initiatives, and frequent discounts, making them a popular choice for families and budget-conscious shoppers.</p>
<p>14:40-15:10 (30mins)</p>	<p><b>Muji Health and Wellness Section</b></p>	<p>Tokyo, Koto-ku, Ariake 2-1-7, Ariake Garden Mall &amp; Spa 1-3F</p> <p>TEL: 03-6380-7818</p>		<p><a href="https://www.muji.com/jp/ja/store">https://www.muji.com/jp/ja/store</a></p>	<p>Muji is a Japanese retail company known for its minimalist design, offering a wide range of products including home goods, clothing, stationery, and food. The brand focuses on simplicity, quality, and sustainability, with a "no-brand" philosophy that avoids</p>

					flashy logos or excessive packaging. It emphasizes functionality and affordability in its products
15:10-15:50	Bus travel time				
<b>AZABU JUBAN</b>					
15:50-16:20 (30mins)	<b>Bio c' Bon</b>	2-9-2 Azabujuban, Minato-ku, Tokyo		<a href="https://www.bio-c-bon.jp/concept/">https://www.bio-c-bon.jp/concept/</a>	Bio c' Bon, an organic supermarket chain founded in Paris, France. The store offers a variety of organic products, including fresh produce, directly imported items like cheese and wine from France, as well as Japanese foodstuffs such as tofu and natto. This stop will give you a perspective on international organic retail concepts adapted to the Japanese market.
16:20-16:50 (30mins)	<b>Natural Food F&amp;F Azabu Juban</b>	Takama Building 1F, 1-8-2 Azabujuban, Minato-ku, Tokyo		<a href="https://www.shizensyoku-ff.com/company/">https://www.shizensyoku-ff.com/company/</a>	Natural Food F&F, a grocery store offering a wide range of safe and secure food products. Their selection includes fresh vegetables, rice from farmers throughout Japan, additive-free seasonings, boxed lunches, prepared foods, natural yeast bread, cakes, baked goods,

					retort sauces, and frozen foods. This visit will provide insights into consumer demand for natural and additive-free products.
16:50-17:20 (30mins)	<b>Seijo Ishii</b>	106-0045 Tokyo, Minato City, Azabujuban, 2 Chome-2-10, Azabujuban Square Residence, 1F		<a href="https://www.seijoishii.co.jp/shop/details/68">https://www.seijoishii.co.jp/shop/details/68</a>	Seijo Ishii is a high-end Japanese supermarket known for its premium products, both local and imported. Established in 1927, it offers gourmet foods, fresh produce, quality meats, seafood, and international delicacies. Catering to a more affluent clientele, it has a sophisticated atmosphere and is popular for unique and exclusive items not found in regular grocery stores.
17:20-18:00	Bus travel time from Azabu Juban to Tokyo Big Sight or hotel				
<b>END</b>					

**Contact person/s:**

PTIC Tokyo  
Trade Assistants

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