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-2025-0108-R1

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:

SUBSCRIPTION TO AN ONLINE VIDEOCONFERENCING PLATFORM FOR ONE (1) YEAR

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

Approved Budget for the Contract	: PHP175,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 28 April 2025, 05:00PM
Opening of Bid	: 29 April 2025, 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)

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. Notarized Omnibus Sworn Statement
- 4. 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.

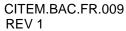
To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- 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 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





NS AND MISSIONS Avenue, Pasay City c@citem.com.ph



CENTER FOR INTERNATIONAL TRADE EXPOSITION Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac
Tel.: (032) 0-031-2201 local 303/234 E-Mail: citembac

REQUEST FOR QUOTATION ☐ Shopping with ABC of Php 50,001 and above ☐ Lease of Real Property and Venue ☐ Others:							
Address:					No.: 2025-0108-R1		
•	Please qu	the quotation be sealed, signed, a	price(s) for the following article(s)/work(s) whole the stamped in an envelope or compressed to the stamped to the stamped in an envelope or compressed to the stamped to th		•		
		ission of Eligibility Documents and Fi	nancial Bid: 28 April 2025		Time: 05:00PM		
		ing of Eligibility Documents and Fina		Time: 02:00PM	Time: 02:00PM Venue: Zoom		
QTY	UNIT	ARTICLE / WORK / D	ESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT		
1	lot	VIDEOCONFERENCIN	ON TO AN ONLINE IG PLATFORM FOR ONE (1) YEAR				
		ADDDOVED BLIDGET FOD	THE CONTRACT: PHP175,000.00				
			vs upon receipt of Purchase Order				
		Subscription Period: 18 May 2025					
			10 17 May 2020				
		With Add-on one (1) large r	oporting 100 attendees each neeting that support 1000 attendees and at least 5GB cloud recording storage per ollaborative notes.				
		VAT Inclusive					
1) Deliver 2) Bid pric 3) Payme Supplier. 4) Any alt 5) Requir	ce must bent will be terations, ed docum	working days upon acceptance inclusive of Value Added Tax. processed after receipt of invoice. erasures or overwriting shall be valid ents, if any, must be submitted within	Other terms of payment will be based on to only if they are signed or initialed by the bide	der or his/her authorize	ed representative.		
TO: CITEN	M Rids and	l Awards Committee:			GRACI I. MARPURI AC Chairman		
Per your	request, I	/we have indicated the prices of the	above-mentioned article(s)/work(s) on the un with the terms and conditions of this requi		nn above. I/We also		
	[D	gnature over printed name of the Authorized esignation:		ative		

Email: _____