

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-2025-0150

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:

**REPAIR, REPLACEMENT AND REHABILITATION OF GOLDEN SHELL PAVILION
ROOFING**

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

Approved Budget for the Contract	: PHP300,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Document	: 19 May 2025, 05:00PM
Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Document	: 20 May 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)

- 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.
- 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.
- Notarized Omnibus Sworn Statement**
- 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.**

Qualitative Evaluation Document (3rd Envelope / Compressed Folder)

- PCAB License**
- Photos of completed projects**
- Certificates of satisfactory services Rendered attested by customers**

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

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- 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

CITEM.BAC.FR.009
REV 1



REQUEST FOR QUOTATION

- ☐ Shopping with ABC of Php 50,001 and above ☒ Small Value Procurement with ABC of Php 50,001 and above
☐ Lease of Real Property and Venue ☐ Others: _____

Date: 15 May 2025

RFQ No.: 2025-0150

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.

Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents: 19 May 2025	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents: 20 May 2025	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	REPAIR, REPLACEMENT AND REHABILITATION OF GOLDEN SHELL PAVILION ROOFING <u>APPROVED BUDGET FOR THE CONTRACT: PHP300,000.00</u> Date Needed / Delivery Date: <u>Within 30 days upon receipt of Job Order</u> <i>(Please see attached Terms of Reference for more details)</i>		

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

Title	Repair, Replacement, and Rehabilitation of Golden Shell Pavilion Roofing
Project, if applicable	
Period of Engagement / Date of Delivery or Date Needed	Within thirty (30) days upon receipt of Job Order
Approved Budget for the Contract	Three Hundred Thousand Pesos (PHP 300,000.00), inclusive of government taxes
Documents Attached	Purchase Request, Annual Procurement Plan Amendment Form, Annual Procurement Plan, GSP Roof Layout

I. Rationale/Objective

The Golden Shell Pavilion (GSP), a 45-year-old building situated along Roxas Boulevard, serves as the office for over 150 CITEM employees. Due to the building's location and age, GSP's roofing is already deteriorating, and water leaks are prevalent during the rainy season. This problem should be addressed promptly for several reasons below:

1. **Structural Integrity:** Water leaks can weaken the structural integrity of the building over time. If left unaddressed, it can lead to more extensive damage, necessitating costly repairs and potentially compromising safety.
2. **Health and Safety:** Persistent leaks create a breeding ground for mold and mildew, which can pose serious health risks to employees and visitors. Addressing these leaks will promote a healthier work environment.
3. **Aesthetic Appeal:** Water stains and damage can diminish the professional appearance of the office. Maintaining a clean and well-maintained environment is essential for creating a positive impression on visitors and stakeholders.
4. **Operational Efficiency:** Leaks can disrupt daily operations by requiring temporary relocations or cleanup efforts. Repairing the leaks will ensure a stable and efficient working environment.

In summary, repairing the water leaks is not just a matter of maintenance; it's an investment in the safety, health, and efficiency of our workspace, as well as the long-term sustainability of the Golden Shell Pavilion.

II. Detailed Scope of Work

1. **Inspection and Assessment**
 - Perform a thorough inspection of the roof, both externally and internally, to identify the source(s) of leaks.
 - Assess the condition of the roof, including shingles, flashing, gutters, and downspouts.
 - Provide a detailed report on the extent of the damage and the recommended course of action for repairs.
2. **Leak Repair**
 - Provide a detailed plan for leak repair, including the materials and methods to be used (e.g., patching, sealing, replacing damaged shingles or flashing, re-coating membranes, etc.).
 - Repair all existing damage, cracks, and holes, including loosed roofing screws.

- Ensure all repairs are made using high-quality, durable materials that are compatible with the existing roof system.
 - Carry out repairs in a manner that ensures the roof is fully waterproofed, addressing all identified leak points.
3. Testing and Quality Assurance
- After repairs are completed, conduct water testing (where applicable) to ensure leaks have been successfully sealed.
 - Verify that the roof structure is left in sound condition with no additional vulnerabilities.

III. Roles/Responsibilities of the Contractor/Supplier/Service Provider

1. The Contractor shall accomplish the works within the 30-day timeline upon receipt of Job Order
 - **Inspection** - The initial roof inspection must be completed within five (5) days upon contract signing.
 - **Repair Completion** - All repairs must be completed within twenty (30) days from the start date of the work, subject to weather conditions and availability of materials.
 - **Completion Report** - A final inspection and report detailing the repairs made must be submitted within five (5) days following the completion of work.
2. The Contractor, in the performance of works, shall adhere to the following guidelines on materials and equipment:
 - The contractor must use high-quality, industry-standard materials that meet local building codes and manufacturer specifications.
 - The contractor will provide all necessary tools, equipment, and machinery required to carry out the repair work, including scaffolding, ladders, safety gear, etc.
 - The contractor must repaint all repaired areas with elastomer waterproofing paint with the same color as the existing roof.
3. The Contractor, in the performance of works, shall observe the following health and safety requirements:
 - The contractor must comply with all local safety regulations, including the proper use of safety equipment (e.g., harnesses, fall protection) and traffic management around the work site (if applicable).
 - The contractor is responsible for the safety of its workers and any third parties on the premises during the repair process.
4. The Contractor shall provide at least six (6) months warranty on all repairs, covering both materials and workmanship.
5. The Contractor must obtain all necessary permits and approvals required for the repair work.
6. The Contractor shall promptly communicate to CITEM any delays caused by weather, supply shortages, or other uncontrollable factors.

IV. Roles/Responsibilities of Center for International Trade Expositions and Missions

1. CITEM shall assist the contractor during the visual inspection and assessment.
2. CITEM shall provide the roof layout of the Golden Shell Pavilion with the contractor.
3. CITEM shall provide overall direction and supervision of the project.
4. CITEM shall schedule meetings to track work progress and accomplishments.
5. CITEM shall review and approval of the supplier's outputs before payment processing.

V. Mode of Procurement

The mode of procurement for this requirement shall be Small Value Procurement.

VI. Qualitative Evaluation ☒ REQUIRED / ☐ NOT REQUIRED

Interested bidder/s will undergo Qualitative Evaluation, based on the parameters below. Only those with TWG score of at least **80 points** will proceed to the opening of financial bid. The contract shall be awarded to the declared lowest calculated and responsive bidder.

Criteria/s	Document/s to be submitted	Points
Must be registered with the Philippine Contractors Accreditation Board (PCAB)	PCAB License	70
Experience in handling government projects related to repair of roofing in the past 5 years	Photos of completed projects, Certificates of Satisfactory Services Rendered attested by customers	30
10-15 Government projects (30 points)		
5-9 Government projects (20 points)		
4 and below Government projects (10 points)		
TOTAL		100 points

Note: For online submissions, state clearly what will be used for the submission i.e. drive link, hard drives, etc. and who will provide this CITEM or the bidder.

Proposed Technical Working Group TWG members

Chairman: Norman D. Bagulbagul

Member 1 and 2: Clodualdo D. Evio and Engr. Regner R. Peneza Jr.

Focal Person: Marc Ferdinand L. Gan

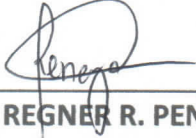
VII. Terms of Payment (may include tranches and milestones with timelines)

Milestones	Deliverable	% of Payment
Mobilization of the Project	Inspection Report with Drawings Detailed Scope of Work and Gantt Chart Delivery of Supplies and Materials Progress Report with value of the finished works constituting 50% completion as determined by the Procuring Entity	15%
Project Completion	Final Accomplishment Report Water Testing Report	85%

VIII. Risk Protection and Management (i.e. off-setting, penalties, or deductions)

The project must be finished within thirty (30) days from receipt of Job Order (JO). In case of delay in the performance of the works, a penalty equal to one-tenth (1/10) of one percent (1%) of the contract price shall be imposed for every day of delay.

Prepared by:



ENGR. REGNER R. PENEZA JR.

Administrative Officer IV
General Services Division

Reviewed by:



ATTY. ANNA GRACE I. MARPURI

Department Manager
Corporate Services Department

Recommending Approval:



MA. LOURDES D. MEDIRAN

Deputy Executive Director

Approved by:



LEAH PULIDO OCAMPO
Executive Director



09.09