

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-2025-0165

**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:

**PROCUREMENT OF SHUTTLE VAN SERVICES FOR THE 2025 AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY**

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

Approved Budget for the Contract	: <b>PHP200,000.00</b>
Deadline of Submission of Eligibility Documents and Financial Bid Document	: <b>09 June 2025, 05:00PM</b>
Opening of Eligibility Documents and Financial Bid Document	: <b>10 June 2025, 02:00PM</b>

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](mailto: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.**

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

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## 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: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

Date: 05 June 2025  
RFQ No.: 2025-0165

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

Deadline of Submission of Eligibility Documents and Financial Bid: **09 June 2025**

Time: **05:00PM**

Schedule of Opening of Eligibility Documents and Financial Bid: **10 June 2025**

Time: **02:00PM**

Venue: **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>PROCUREMENT OF SHUTTLE VAN SERVICES FOR THE 2025 AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY</b></p> <p><u>TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 200,000.00</u></p> <p><b>Date Needed / Delivery Date:</b> <u>17-19 July 2025</u></p> <p><b>Event Dates:</b> 17 – 19 July 2025</p> <p><b>Location:</b> The activity will be held at a venue located within a 155-kilometer radius from CITEM, Pasay City, and situated north or northwest of Metro, Manila, specifically in areas such as Bataan, Zambales, or nearby provinces. The site will be accessible via major land routes and expressways such as NLEX and SCTEX and is reachable within a maximum of 3 hours and 45 minutes of driving time under normal traffic conditions.</p> <p><b>Note:</b> The exact event venue will be finalized and officially communicated to the winning service provider once the selection process has been completed.</p> <p><b>Number of Required Shuttle Vans:</b></p> <ol style="list-style-type: none"><li>Ten (10) air-conditioned commuter vans</li><li>Each van must have at least 10 to 12 passenger seats, excluding the driver</li></ol> <p><b>Service Duration:</b></p> <ol style="list-style-type: none"><li>Departure from CITEM, Pasay City: Morning of July 17, 2025</li><li>Return to CITEM: Afternoon of 19 July 2025</li></ol> <p><b>Note:</b> Vehicles are not required to stay at the venue between drop-off and pick-up schedules</p> <p><b>Vehicle Requirement:</b></p> <ol style="list-style-type: none"><li>Premium, clean and well-maintained vans with functional air-conditioning, comfortable seating, adequate luggage space, emergency tools</li><li>All vans must be covered by a valid LTFRB franchise, DOT-accredited and have updated vehicle registration and insurance (Comprehensive and/or Personal Accident)</li></ol> <p><b>Inclusions: (All costs should be shouldered by the Service Provider)</b></p> <ol style="list-style-type: none"><li>Fuel / Gasoline</li><li>Toll fees (e.g., NLEX, SCTEX)</li><li>Driver's fees and overtime pay</li><li>Driver's meals and lodging if required due to early pickup/late return</li></ol> <p><b>(Please see attached transportation requirements for more details.)</b></p>		

**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

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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.

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Date Submitted

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**Signature over printed name of the Authorized Company Representative**

Designation: \_\_\_\_\_

Telephone No(s).: \_\_\_\_\_

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

## **TRANSPORTATION REQUIREMENTS**

### **2025 AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY**

#### **Location:**

The activity will be held at a venue located within a **155-kilometer radius from CITEM, Pasay City**, and situated **north or northwest of Metro Manila**, specifically in areas such as **Bataan, Zambales, or nearby provinces**. The site will be accessible via major land routes and expressways such as **NLEX and SCTEX**, and must be reachable within a **maximum of 3 hours and 45 minutes of driving time** under normal traffic conditions.

**Note:** The exact event venue will be finalized and officially communicated to the winning service provider once the selection process has been completed.

#### **1. Number of Required Shuttle Vans**

**Ten (10)** air-conditioned commuter vans

Each van must have **at least 10 to 12 passenger seats**, excluding the driver

#### **2. Service Duration**

**Departure from CITEM, Pasay City:** Morning of **July 17, 2025**

**Return to CITEM:** Afternoon of **July 19, 2025**

**Note:** Vehicles are **not required to stay at the venue** between drop-off and pick-up schedules. However, the **same vehicle used for drop-off must also be used for pick-up**.

#### **3. Vehicle Requirements**

- Premium, clean, and well-maintained vans with:
  - Functional air-conditioning
  - Comfortable seating
  - Adequate luggage space
  - Emergency tools and first-aid kit
- All vans must:
  - Be covered by a valid LTRFB franchise
  - Be DOT-accredited
  - Have updated vehicle registration and insurance (comprehensive and/or personal accident)

#### **4. Driver Requirements**

- Drivers must be:
  - Licensed, professional, and experienced in long-distance travel
  - Neat and courteous
  - Familiar with routes going north of Metro Manila via expressways

#### **5. Inclusions (All Costs Should Be Shouldered by the Service Provider)**

- Fuel / Gasoline
- Toll fees (e.g., NLEX, SCTEX)

- Driver's fees and overtime pay
- Driver's meals and lodging if required due to early pickup/late return
- Lubricants and vehicle maintenance
- Passenger insurance and all relevant permits
- No hidden or additional charges

## **6. Other Requirements**

- The service provider must:
  - Conduct a vehicle inspection before dispatch
  - Ensure timely arrival at pick-up/drop-off points
  - Be responsive to coordination with the CITEM organizers