

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-2024-0130-R3

**REQUEST FOR QUOTATION  
(NEGOTIATED PROCUREMENT – TWO FAILED BIDDING)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND-NEW PASSENGER VAN**  
(Please see attached Request for Quotation Form, Technical Specifications, and Price Schedule for more details)

Approved Budget for the Contract	: PHP 1,390,000.00
Pre-Bid Conference	: 22 October 2024, 02:00PM
Deadline of Submission of Technical and Financial Component	: 28 October 2024, 05:00PM
Opening of Bids and Negotiation	: 29 October 2024, 02:00PM

Conduct of *Pre-bid Conference, Opening of Bids, and Negotiation* shall be held virtually thru Zoom and shall be open to all prospective bidders. Link of the aforementioned procurement activities 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:

*Technical Component (1st Envelope / Compressed Folder)*

- Valid PhilGEPS Certificate of Platinum Membership with Updated Annex A (all pages) in accordance with Section 8.5.2 of the IRR;**
- Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;**
- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid completed within three (3) years prior to the deadline for the submission and receipt of bids, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents together with the end-user's acceptance or official receipt(s) or sales invoice issued for the contract;**
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;**

**Forms and amounts of Bid Security**

- The amount of not less than Twenty-Seven Thousand Seven Hundred Pesos (Php 27,800.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- The amount of not less than Sixty-Nine Thousand Two Hundred Fifty Pesos (Php 69,500.00) if bid security is in Surety Bond.

or

**Original copy of Notarized Bid Securing Declaration;**

- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;**
- Original and notarized duly signed Omnibus Sworn Statement (OSS)**
- Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.**
- Audited financial statements, showing, among others, the total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;**
- The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);**  
or  
**Committed Line of Credit from a Universal or Commercial Bank in lieu of the NFCC computation;**
- If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;**  
or  
**Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.**

*Financial Component (2nd Envelope / Compressed Folder)*

- **Original of duly signed and accomplished Request for Quotation Form;**
- **Original of duly signed and accomplished Price Schedule**

*Other documentary requirements under RA No. 9184 (as applicable)*

- [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Bidders may access the prescribed forms and sample formats in this link: <https://tinyurl.com/yc75ccwa>

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](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 Bids 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)

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: Two-Failed Bidding

Date: 16 October 2024

Company Name: \_\_\_\_\_

RFQ No.: 2024-0130-R3

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

Pre-Bid Conference: <b>22 October 2024</b>	Time: <b>02:00PM</b>	Venue: <b>Zoom</b>
Deadline of Submission of Technical and Financial Component: <b>28 October 2024</b>	Time: <b>05:00PM</b>	
Schedule of Opening of Bids and Negotiation: <b>29 October 2024</b>	Time: <b>02:00PM</b>	Venue: <b>Zoom</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	unit	<p><b>SUPPLY AND DELIVERY OF BRAND-NEW PASSENGER VAN</b></p> <p>APPROVED BUDGET FOR THE CONTRACT:  <u>PHP 1,390,000.00</u></p> <p><i>(Please see attached Technical Specifications for more details)</i></p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>Bidders shall also duly fill up and sign the Price Schedule for this requirement</li> </ul>		

**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 alteration, 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: \_\_\_\_\_

## **Technical Specifications**

*Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
1	Engine: 4 Cylinders, L-Type, 16 Valve DOHC, Diesel	
2	Displacement: Minimum = 2982 cc / Maximum = 3000 cc	
3	Transmission: 5-Speed Manual	
4	Max. Power: at least 136 PS @ 3,400 Rpm	
5	Max. Torque: at least 300 Nm @ 1,200-2,400 Rpm	
6	Emission Standard: Euro 4	
7	Fuel Capacity: at least 70 liters	
8	Minimum Length: 4,690 mm	
9	Minimum Width: 1,690 mm	
10	Minimum Height: 1,980 mm	
11	Wheelbase: at least 2,570 mm	
12	Seating Capacity: 15-seater	
13	Wheel / Size: at least 15" - Steel	
14	Front Brake: Ventilated Discs	
15	Rear Brake: Drum	
16	Air-conditioner: Dual, Manual Controls	
17	Steering: Power Equipped	
18	Gear Type: Rack and Pinion	
19	Airbags: Driver and Front Passenger	

20	Seat Belts:  Front: 3 pt. ELR (2 pcs.) + 2 pt. NR (1 pc.) + D+P Pretensioner  Rear: 2 pt. NR (11 pcs.)	
21	Side Door Impact Beams: Equipped	
22	Rain Guard: Front Windows Included	
23	Central Locking System: Included	
24	Color: Either White or Silver/Gray	
25	Tools: Standard Tools	
26	Spare Parts: Spare Tire	
27	LTO Registration: 3 years LTO	
28	Comprehensive Insurance: 1 year GSIS	
29	Service Warranty: 3 years or 100,000 kms whichever comes first	
30	Attached Official Brochure with Specifications of the product/unit being offered.	

I hereby certify that the statement of compliance to the foregoing Technical Specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall result to automatic disqualification of our bid.

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)
Supply and Delivery of Brand-New Passenger Van  ABC = Php 1.390M									

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_