

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-2025-0107

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:

**FABRICATION, HAULING, MOBILIZATION, INSTALLATION AND DISMANTLING OF
CREATE LAB FOR IFEX PHILIPPINES 2025**

(Please see attached Request for Quotation Form, Terms of Reference, Manpower Compliance Agreement, Location Map and Design. Technical Drawings are available upon request to BAC Secretariat)

Approved Budget for the Contract	: PHP292,600.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 21 April 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 22 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)

- 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 Documents (3rd Envelope / Compressed Folder)

- SEC Certificate / DTI Registration or government-issued document reflecting years in business**
- Photos of completed works showing/highlighting signage requirements**
- Notarized Manpower Provision Agreement / Manpower Compliance Agreement (Annex A)**
- Photos of completed works showing/highlighting exhibition/booth/kiosk requirements**
- Certificate of completion from contracting agency/any proof of contract**

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: _____

Company Name: _____

Address: _____

Contact No.: _____

Date: 16 April 2025

RFQ No.: 2025-0107

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: **21 April 2025** Time: **05:00PM**

Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: **22 April 2025** Time: **02:00PM** Venue: **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>FABRICATION, HAULING, MOBILIZATION, INSTALLATION AND DISMANTLING OF CREATE LAB FOR IFEX PHILIPPINES 2025</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP292,600.00</u></p> <p>Date Needed / Delivery Date: 19-21 May 2025 (Ingress), 22-24 May 2025 (Event Proper) and 24 May 2025 (Egress)</p> <p><u>(Please see attached Terms of Reference, Manpower Compliance Agreement, Location Map and Design. Technical Drawings are available upon request to BAC Secretariat)</u></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

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

PROJECT DETAILS

Title	Fabrication, Delivery, Mobilization, Installation and Dismantling of CREATE LAB for IFEX PHILIPPINES 2025
Project, if applicable	IFEX PHILIPPINES 2025
Period of Engagement / Date of Delivery or Date Needed	Ingress: May 19, 20, 21, 2025 Event Proper: May 22, 23, 24, 2025 Egress: May 24, 2025
Location	World Trade Center, Metro Manila, Philippines
Approved Budget for the Contract	PHP 292,600.00
Documents Attached	Agency Estimate, Purchase Request, Design Approval Sheet, Budget Attachments

I. Rationale / Objective

CREATE Lab is a project by CREATE Philippines that highlights the importance of design for business success. It aims to connect creative professionals with businesses in a helpful way.

CREATE Lab will be mounted during IFEX Philippines, where they will offer small businesses (MSMEs) free expert guidance on improving their branding and marketing efforts. The successful execution of CREATE Lab requires visually impactful and structurally sound booth that will house different designers where a scheduled consultation will happen.

Engaging a professional booth/pavilion contractor ensures that designs are compliant with safety standards and delivered on schedule. Experienced contractors bring technical expertise, quality craftsmanship, and the ability to manage complex logistics, enhancing the overall experience for exhibitors and visitors.

II. Detailed Scope of Work

a. Fabrication and Construction

- Produce and install high-quality graphics, signage, and branding elements for this requirement if applicable.
- Contractor shall provide color proofing of all signage requirements and must be aligned with the provided color proofing of CITEM EDD

b. Project Management and Coordination

- Assign a project manager to oversee design, fabrication, logistics, and coordination with event organizers.
- Ensure timely delivery of the requirement based on the indicated schedule of ingress, event proper, and egress.

c. Installation and Set-up

- Transport materials and components to the event venue
- Assemble the structural requirements onsite, ensuring stability and proper functionality

Remarks

Notations are available on the checklist whether an item is purchased or on a rental basis

To be supervised by a CITEM Exhibition Designer and Contractor's assigned project lead

To be supervised by a CITEM Exhibition Designer and Contractor's assigned project lead

<p>d. Electrical and Lighting Installation</p> <ul style="list-style-type: none"> • Provide appropriate electrical wiring, power connections, and lighting fixtures based on the electrical plan discussed by the designer 	<p>To be supervised by a CITEM Exhibition Designer and Contractor's assigned project lead</p>
<p>e. Graphics and Signage Production</p> <ul style="list-style-type: none"> • Product and install high-quality graphics, signage, and branding elements for this requirement if applicable 	<p>Notations are available on the checklist whether an item is purchased or on a rental basis</p>
<p>f. Furniture and Fixtures</p> <ul style="list-style-type: none"> • Supply furniture, display stands, shelving, and other fixtures as indicated in the specifications of this requirement if applicable. 	<p>Notations are available on the checklist whether an item is purchased or on a rental basis</p>
<p>g. On-Site Support</p> <ul style="list-style-type: none"> • Provision of sufficient manpower to work solely for this requirement during ingress and egress proper. • Provide technical assistance during the event to address any issues promptly. • Assign personnel for on-site troubleshooting and support throughout the exhibition. 	<p>Manpower checklist must be forwarded as part of the qualification listing of this requirement</p>
<p>h. Dismantling</p> <ul style="list-style-type: none"> • Safely dismantle and remove all structural requirements after the event within the given egress period. 	
<p>i. Turn-over of Purchased Items</p> <ul style="list-style-type: none"> • All above item/s is/are the property of CITEM after the event unless indicated as rental. Items shall be delivered to the CITEM office and shall be received by the General Services Division (GSD) with proper documentary requirements. 	<p>Notations are available on the checklist whether an item is purchased or on a rental basis</p>
<p>IV. Roles and Responsibilities of the Contractor</p>	
<ul style="list-style-type: none"> • Supply, deliver, install, dismantle, purchase, turn-over and haul the design of the pavilion according to the technical drawings provided by the designer. Suppliers may suggest a more efficient assembly or construction but must be implemented with the approval of CITEM EDD Designer. • If necessary, the contractor shall provide proofs and swatches prior to final fabrication for approval. • Provide sufficient manpower and materials for the installation of the requirement. • Complete the scope of work within the ingress proper. • Updated EDD on work status / progress of fabrication. 	
<p>V. Roles/Responsibilities of Center for International Trade Expositions and Missions (CITEM)</p>	
<ul style="list-style-type: none"> • CITEM EDD Designers will be providing the following requirements for a smooth delivery of this contract: <ol style="list-style-type: none"> a. Complete Technical Drawings b. 3D renditions c. Checklist of requirements with specifications • CITEM EDD Designer will be closely monitoring all necessary requirements such as but not limited to: <ol style="list-style-type: none"> a. Approval of swatches b. Monitoring of color proofing 	

VI. Other Conditions

First-time contractors will undergo a mandatory plant visit or participate in an online meeting and assessment conducted by a representative from the Exhibition Design Division.

IV. Items to Bid

ITEM	PARTICULARS	QTY	UNIT
I.	MOBILIZATION COST	1.00	LOT
	Fabrication, Hauling, Installation, Dismantling		
II.	FLOORING	30.00	SQM
	Needle Punch Carpet - Orange <i>Purchase</i>		
III.	PAVILION STRUCTURE		
a.	Pavilion Structure in 2"x2" square tubular metal in approved paint finish with colored twin wall polycarbonate sheets covered with translucent graphic film <i>Rental</i>	1.00	LOT
III.	PAVILION COMPONENTS		
a.	Seating area in 3/4"thk plywood base in approved paint finish with cushion in leatherette with integrated convenience outlet <i>Rental</i>	2.00	UNITS
b.	Reception Counter in 1.40m x 0.50m x 1.00m H in 3/4" thk plywood in black laminate with matching PVC Edging <i>Rental</i>	1.00	UNIT
c.	Storage cabinet in 1.20m x 0.40m x 0.90m H in 3/4"thk plywood in black laminate with matching PVC edging and door handles for cabinet doors <i>Rental</i>	1.00	UNIT
d.	Round table in 0.60m diameter x 0.75m height in black laminate with matching edging and metal base support <i>Rental</i>	5.00	UNITS
IV.	GRAPHICS REQUIREMENTS		
a.	Panaflex print on existing structure <i>Purchase</i>	15.00	SQM
b.	Sticker on sintra board <i>Purchase</i>	10.00	SQM
c.	Sticker cut-out <i>Purchase</i>	6.00	SQM
V.	ELECTRICAL		
a.	2 gang convenience <i>Rental</i>	6.00	UNITS
b.	Installation of existing spotlights	1.00	LOT
c.	Wiring and conduits	1.00	LOT

V. Mode of Procurement

☒ 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 lowest calculated and responsive bidder.

Criteria	Documents required	Value point
Years in the business <ul style="list-style-type: none"> 5 years and above (15 points) 1-4 years (10 points) 	SEC Certificate / DTI Registration or any government-issued document reflecting years in the business	15 points
Capacity to produce high-quality signage requirements in any medium The company must show any completed requirements for the last 5 years. <ul style="list-style-type: none"> 5 projects and above (15 points) 3-4 projects (10 points) 1-2 projects (5 points) 	Photos of completed works showing/highlighting signage requirements	15 points
Notarized manpower compliance agreement To ensure proper delivery of this requirement, the contractor must be able to comply and submit the manpower compliance agreement on Annex A <ul style="list-style-type: none"> Compliance to submission of notarized manpower compliance agreement (40 points) Non-compliance (0 points) 	Notarized manpower compliance agreement	40 points
Experience in exhibition/booth/kiosks fabrication and set-up The company must show any completed requirements for the last 5 years. <ul style="list-style-type: none"> 5 projects and above (25 points) 3-4 projects (10 points) 1-2 projects (5 points) 	Photos of completed works showing/highlighting exhibition/booth/kiosk requirements	25 points
Experience in any government requirement The company must show any completed requirements for the last 3 years. <ul style="list-style-type: none"> 3 projects and above (5 points) 1-2 projects (3 points) 	Attached certificate of completion from contracting agency / any proof of contract.	5 points

Proposed Technical Working Group TWG members

Chairman: Katrina Alyssa Ledesma

Member 1 and 2: Julian Torralba, Melvin Roxas

Focal Person: Katherine Apodaca

VII. Terms of payment

Full payment of 100% shall be processed after the conclusion of the event and will commence upon the submission of the contractor's service invoice and delivery receipt.

IV. Risk Protection and Management

Deductions shall be implemented under the following conditions:

- a. A 10% deduction will be applied for the incomplete delivery of the pavilion if deemed unreasonable by the Exhibition Design Division.
- b. Deductions will be applied for any undelivered items listed in the "Items to Bid" section of this requirement.
- c. A deduction will be imposed for the late turnover of requirements if deemed unreasonable.

Prepared by:


KATHERINE MAY G. APODACA
 ADC – EDD, CCSD

Recommended by:


NORMAN D. BAGULBAGUL
 Division Chief – EDD, CCSD

Noted by:


JOSEPH D. BERNAT
 Department Manager, CCSD

Noted by:


MARJOT F. EVIO
 Department Manager, SBD

Approved by:


ROMLEAH JULIET PULIDO-OCAMPO
 Executive Director, CITEM

ANNEX A**MANPOWER COMPLIANCE AGREEMENT**

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters for the Manpower Compliance Agreement. Statements of "Comply" or "Not Comply" shall be used as a basis as part of the Qualitative Evaluation of this requirement.

ITEM	SPECIFICS	STATEMENT OF COMPLIANCE
1.	SCOPE OF SERVICES	
1.1	The Contractor agrees to provide qualified manpower as required by the Client for including but not limited to:	
	1.1.1 Project coordinator – 1 Company Representative	
	1.1.2 Onsite Installers – minimum 6 Workers	
	1.1.3 Electrician – minimum 1 Electricians	
1.2	The Contractor shall ensure that all personnel assigned to the Client meet the required qualifications and competencies.	
2.	CONTRACT PERIOD	
2.1	This Agreement shall commence on the date of award of the contract and remain in effect until the end of egress proper of the event unless extended or terminated earlier by either Party as provided herein.	
3.	NON-DUPLICATION OF MANPOWER	
3.1	The Contractor shall NOT assign the same personnel to multiple contracts within the event unless expressly approved by the Client.	

I hereby certify that the statement of compliance to the foregoing statements are true and correct, otherwise, if found to be false either during bid evaluation, post-qualification or during the actual delivery of the requirement, the same shall result to deduction to the contractor.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position