

**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-2024-0139**

**NOTICE TO CONDUCT PROCUREMENT OF GOODS  
AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING  
SERVICES TO BE PROCURED AND PERFORMED OVERSEAS**

Pursuant to GPPB-Resolution No. 28-2017 dated 31 July 2017, the Center for International Trade Expositions and Missions (CITEM), through its Bids and Awards Committee (BAC), hereby issues this Notice for:

**CHAUFFEURED VEHICLE RENTAL IN HONG KONG  
FOR EXHIBITORS, CITEM OFFICIAL, AND PTIC  
OFFICIALS FOR THE PHILIPPINE PARTICIPATION  
IN HKTDC PRO 2024**

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

**APPROVED BUDGET FOR THE CONTRACT: PHP 30,000.00**

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/218 or fax no. 834-0177/8331284 or e-mail at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).



**ATTY. ANNA GRACE I. MARPURI**  
Chairman, CITEM-BAC



**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)



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **08 August 2024**

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

RFQ No.: **2024-0139**

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.

<b>Deadline of Submission of Quotations: 12 August 2024</b>	<b>Time: 05:00PM</b>
<b>Schedule of Opening of Bids: 13 August 2024</b>	<b>Time: 02:00PM</b> <b>Venue: ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>CHAUFFEURED VEHICLE RENTAL IN HONG KONG FOR EXHIBITORS, CITEM OFFICIAL, AND PTIC OFFICIALS FOR THE PHILIPPINE PARTICIPATION IN HKTDC PRO 2024</b></p> <p><i>(Please see attached Itinerary for more details.)</i></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 30,000.00</u></p> <p><u>Coaster Rental: 19 pax seating capacity</u> <u>Date and Time: 16 August 2024; 9 hours (08:30AM – 05:30PM)</u> <u>Routes: Within Fo Tan and Wan Chai</u></p> <p><u>Basic Requirements:</u></p> <ol style="list-style-type: none"> <li>1. Driver must be professional, courteous, neat, and defensive that will ensure the passenger's safety while on board</li> <li>2. The vehicle must be covered by comprehensive insurance inclusive of Passenger Liability Insurance, costs for gasoline, maintenance, lubricant, toll fee, and driver's meals and overtime fee shall also be included in the quotation</li> <li>3. The vehicle is in good condition and is kept clean</li> </ol>		

**Terms and Conditions:**

- 1) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.
- 2) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by CITEM and Supplier.
- 3) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.

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: \_\_\_\_\_

### ITINERARY FOR THE VEHICLE RENTAL IN HONG KONG

Date	Time	Rental Period	Activity	Address
16 August 2024  Hong Kong	08:30 am-09:15 am	9 hours  Coaster	Pick up at the HKCEC and go to IXON's factory in Fo Tan	
	09:30 am-10:30 am		Visit IXON's factory in Fo Tan	<b>IXON's Lab</b> Flat 21, 15/F, Block A, Wah Lok Industrial Centre, 31-41 Shan Mei Street, Fo Tan, N.T. Hong Kong
	10:30 am-11:15 am		From IXON's factory in Fo Tan to Hong Kong Convention and Exhibition Centre (HKCEC), Wan Chai	-
	11:30 am or 12:00 pm – 1:00 pm or 1:30 pm		Luncheon with HKTDC (TBC)	<b>HKCEC</b> 1 Wan Chai Road, Hong Kong
	02:00 pm – 03:00 pm		Meet with HKTDC	<b>HKTDC Head Office</b> 39/F, Convention Plaza, 1 Harbour Road, Wan Chai, Hong Kong
	03:00 pm – 03:30 pm		Leave HKTDC and go to Centre for Food Safety (CFS)'s lecture hall in Wan Chai	
	04:00 pm-05:00 pm		Meet and Info Session with CFS	<b>CFS's Lecture Hall</b> Lecture Theatre, 2/F, Oi Kwan Court, 28 Oi Kwan Road, Wan Chai, Hong Kong
	05:00 pm-05:30 pm		Leave CFS's Lecture Hall and back to the hotel in Wan Chai.	