

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-2025-0052

**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:

**HIRING OF SERVICE PROVIDER FOR THE HEALTH AND WELLNESS
ACTIVITIES FOR THE CELEBRATION OF NATIONAL WOMEN'S MONTH**

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

Approved Budget for the Contract	: PHP70,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 17 February 2025, 05:00PM
Opening of Bid	: 18 February 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)

1. 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.

2. 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.

3. Notarized Omnibus Sworn Statement

4. 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:

- 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. 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 and Financial Bid 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



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: 13 February 2025

Company Name: _____

RFQ No.: 2025-0052

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.

<i>Deadline of Submission of Eligibility Documents and Financial Bid: 17 February 2025</i>	<i>Time: 05:00PM</i>
<i>Schedule of Opening of Eligibility Documents and Financial Bid: 18 February 2025</i>	<i>Time: 02:00PM Venue: Zoom</i>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF SERVICE PROVIDER FOR THE HEALTH AND WELLNESS ACTIVITIES FOR THE CELEBRATION OF NATIONAL WOMEN'S MONTH</p> <p>APPROVED BUDGET FOR THE CONTRACT: PHP 70,000.00</p> <p>Date Needed / Delivery Date: <u>March 21 and 28, 2025</u></p> <p>Activities:</p> <ol style="list-style-type: none"> 1. <u>Zumba Session – Onsite</u> 21 March 2025 (subject to change), after office hours Provision of at least one (1) Zumba instructor to facilitate at least 50 participants 2. <u>Holistic Wellness Analysis – Onsite</u> 28 March 2025 (subject to change) <p>* One-day activity (8 hours) of holistic wellness analysis and can accommodate 149 people.</p> <p>The activity should include the following:</p> <ol style="list-style-type: none"> 1. Posture Analysis (PosturePro Analysis or similar equipment and scope of analysis): Conducting posture analysis to help employees improve their physical health, reducing the risk of work-related musculoskeletal issues. 2. Aromatherapy through essential oils: Providing aromatherapy sessions to enhance relaxation and mental clarity, which can improve focus and reduce stress levels in workplace. 3. Body Composition Analysis (Tanita Scale DC 360-P or similar equipment and scope of analysis): Offering body composition analysis to help employees understand their physical health better, encouraging a healthier lifestyle that can lead to increased energy and productivity. 4. Theragun Massage: Offering massage sessions to relieve stress and promote well-being, which can enhance productivity and reduce workplace fatigue. 5. One on one Consultations 6. Coffee Kiosk: Iced or Hot Coffee for 149 employees, Minimum selections: Americano, Latte, Cappucino, Mocha, Spanish Latte <p>CITEM shall provide (for both activities):</p> <ol style="list-style-type: none"> 1. Venue and facilities (limited to chairs, table, rooms, and utilities) 		



	<p>The service provider shall (for both activities):</p> <ol style="list-style-type: none">1. Provide transportation to its staff / personnel, materials and equipment2. Provide meals for its staff / personnel3. Provide equipment and materials necessary to deliver the required services4. Other consumables necessary to deliver the required services.		
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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: _____