

**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-2025-0086**

**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:

**OBLIGATORY MEDIA PACKAGE FOR EXHIBITORS  
FOR THE PHILIPPINE PARTICIPATION IN DUBAI  
INDEX 2025**

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

APPROVED BUDGET FOR THE CONTRACT: PHP35,700.00 OR USD595.00

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: **02 April 2025**RFQ No.: **2025-0086**

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

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.


**Schedule of Bidding in Philippine Standard Time:**Deadline of Submission of Quotations: **07 April 2025**Time: **05:00PM**Schedule of Opening of Bids: **08 April 2025**Time: **02:00PM**Venue: **ZOOM****Schedule of Bidding in Gulf Standard Time:**Deadline of Submission of Quotations: **07 April 2025**Time: **01:00PM**Schedule of Opening of Bids: **08 April 2025**Time: **10:00AM**Venue: **ZOOM**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>OBLIGATORY MEDIA PACKAGE FOR EXHIBITORS FOR THE PHILIPPINE PARTICIPATION IN DUBAI INDEX 2025</b></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP35,700.00 OR USD595.00</u></p> <p>Date Needed / Delivery Date: 27-29 April 2025</p> <p>Inclusions:</p> <ol style="list-style-type: none"> <li>Marketing and Admin Fee, incorporating provision of Public Library Protection</li> <li>Marketing: Announcement post on social media, inclusion in the monthly newsletter featuring selected brands and exhibitors</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: \_\_\_\_\_