

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-2024-0242-R1

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:

MANUFACTURE OF MULTIWAYS BOLERO FOR FEMALE EMPLOYEES AND POLO BARONG FOR MALE EMPLOYEES USING LOCAL WEAVE TEXTILE FROM THE SOUTHERN PHILIPPINES

(Please see attached Request for Quotation Form and Terms of Reference for more details.)

Approved Budget for the Contract	: PHP768,000.00
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 26 December 2024, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 27 December 2024, 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. **Latest Income / Business Tax Return**
4. **Notarized Omnibus Sworn Statement**
5. **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)

- i. **Specifications**
- ii. **Sample Photo of Weave or Actual Item**
- iii. **Physical sample of the products**
- iv. **Commitment Letter**

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
 Lease of Real Property and Venue
 Small Value Procurement with ABC of Php 50,001 and above
 Others: _____

Date: 19 December 2024

Company Name: _____

RFQ No.: 2024-0242-R1

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.

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: **26 December 2024** Time: **05:00PM**

Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: **27 December 2024** Time: **02:00PM** Venue: **Zoom**

MANUFACTURE OF MULTIWAYS BOLERO FOR FEMALE EMPLOYEES AND POLO BARONG FOR MALE EMPLOYEES USING LOCAL WEAVE TEXTILE FROM THE SOUTHERN PHILIPPINES


TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP768,000.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
78	pieces	Male Employees: Polo Barong <i>ABC: PHP3,000.00 per piece or a total of PHP234,000.00</i>		
178	pieces	Female Employees: Multiways Bolero <i>ABC: PHP3,000.00 per piece or a total of PHP534,000.00</i>		
		<u>Date Needed / Delivery Date:</u> on or before 31 December 2024 <u>Requirements:</u> 1. Should have sizes from Small-3XL 2. Provide sample of designs and fabric as approved by TWG for sizing of employees 3. Must be able to deliver on or before 31 December 2024 <u>Delivery Address:</u> CITEM – Center for International Trade Expositions and Missions Golden Shell Pavilion, Roxas Boulevard cor., 1300 Sen. Gil J. Puyat Ave, Pasay, 1300 Metro Manila <i>(Please see attached Terms of Reference for more details)</i>		
TOTAL BID OFFER:				

Terms and Conditions:

- 1) Delivery period: ____ days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax and other charges.**
- 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.
- 6) This requirement is **One Project** having several items and shall be **awarded as One Contract.**

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

Title	Manufacture of Female Multiways Bolero and Male Polo Barong using local weave textile from the Southern Philippines
Project, if applicable	<i>Corporate Uniform/Event Wear</i>
Period of Engagement / Date of Delivery or Date Needed	<i>31 December 2024</i>
Approved Budget for the Contract	<i>PHP 768,000.00</i>
Documents Attached	PR, HRMD APP

I. Rationale/Objective

The Civil Service Commission (CSC), through CSC Resolution No. 24000766 promulgated on 29 August 2024, introduced a Revised Dress Code for government officials and employees. This initiative aims to promote professionalism, enhance employee morale, and boost productivity while aligning with Republic Act No. 9242 (Philippine Tropical Fabrics Law), CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020 (Occupational Safety and Health Standards for the Public Sector), and CSC Resolution No. 2200209 (Policies on Flexible Work Arrangements in Government). The updated guidelines also emphasize inclusivity by addressing gender equality, disability inclusion, and social diversity.

The resolution specifies that the official attire for government officials and employees shall include Filipiniana-inspired and ASEAN-inspired attire on Mondays, with agency-prescribed office uniforms and smart casual wear from Tuesday to Friday. This policy underscores the need for culturally appropriate, functional, and inclusive attire that reflects Philippine heritage and supports local industries.

In line with this directive and to uphold CITEM's commitment to fostering a productive and inclusive workplace environment, this Terms of Reference outlines the procurement of uniforms for CITEM employees in compliance with the Revised Dress Code. Specifically, the project involves the manufacture of Polo Barong for male employees and Multiways Bolero for female employees, crafted using local weave textiles from the Southern Philippines.

CITEM has a longstanding commitment to supporting local weaving communities and promoting sustainable practices. Previously, the agency procured Binakol blazers in 2017 featuring textiles from Northern Philippines alongside Polo Barong for its employees. This time, CITEM aims to showcase and support the artistry and craftsmanship of Southern Philippine weaving communities through this initiative.

Since 2013, CITEM started to advocate helping or supporting weaving communities across all regions. It started to help weaving communities in Luzon particularly in Calabarzon and the norther weaving regions and pina fabric in the Visayas Region was supported. To represent the Mindanao weaving, it is the objective to procure the local weaves and fabrics made by in Southern Region.

II. Detailed Scope of Work

Specifications

- Male Employees: Polo Barong made from local weave textiles from Southern Philippines
- Female Employees: Multiways Bolero made from local weave textiles from Southern Philippines

- Sizes must range from Small to 3XL.

Design and Fabric Approval

- Provide sample designs and fabric swatches for approval by the Technical Working Group (TWG).
- Conduct sizing sessions for employees to ensure proper fit.

Delivery

- Must be delivered on or before 31 December 2024.
- Delivery Address: CITEM - Center for International Trade Expositions and Missions Golden Shell Pavilion, Roxas Boulevard cor, 1300 Sen. Gil J. Puyat Ave, Pasay, 1300 Metro Manila.

III. Roles/Responsibilities of the Contractor/Supplier/Service Provider

- Manufacture and deliver Polo Barong and Multiways Bolero uniforms in compliance with the specifications provided.
- Provide sample designs and fabric swatches for TWG approval prior to production.
- Facilitate sizing sessions for employees to ensure correct measurements.
- Ensure timely delivery of uniforms to the specified address.

IV. Roles/Responsibilities of Center for International Trade Expositions and Missions

- Provide list of employees and sizes.
- Identify key personnel for consultations and approval processes.
- Facilitate the review and approval of designs and fabric samples through the TWG.
- Oversee the monitoring and evaluation process post-implementation.

V. Mode of Procurement

Procurement will be undertaken through Small Value Procurement in accordance with Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations (IRR).

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 **qualified bidder**.

Criteria/s	Document/s to be submitted	Points
Compliance with the technical specifications	Specifications	30
Pattern of weave and authenticity of the textiles from the Southern Philippines	Sample Photo of Weave or Actual Item	40
Availability in sizing and fitting of uniforms for employees	Physical sample of the products	20
Able to deliver within the prescribed period	Commitment Letter	10
TOTAL		100 points

Proposed Technical Working Group TWG members

Chairman: Florence Pearl M. Buensalido, HRMD Chief

Member 1 and 2: DC Anna Marie Alzona and Kate Pineda (ACE President)

Focal Person: Joana Mae Lopez, HR Technical Officer

VII. Terms of Payment (may include tranches and milestones with timelines)

Milestones	Deliverable	% of Payment
Delivery of Multiways Bolero	178 pcs	100%
Delivery of Polo	78 pcs	100%

VIII. Risk Protection and Management (i.e. off-setting, penalties, or deductions)

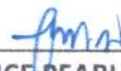
Off-Setting: Non-compliance with timelines or specifications will result in corresponding adjustments in payment schedules.

Prepared by:



JOANA MAE G. LOPEZ
HR Specialist

Noted by:



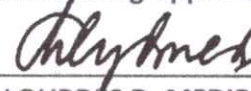
FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Reviewed by:



ATTY. ANNA GRACE I. MARPURI
BAC Secretariat Head

Recommending Approval:



MA. LOURDES D. MEDIRAN
Deputy Executive Director



Approved by:



LEAH PULIDO-OCAMPO
Executive Director