

**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-2024-0168-R1**

**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:

**HIRING OF VEHICLE SERVICE FOR THE PHILIPPINE  
PARTICIPATION IN MIHAS 2024**

*(Please see attached Request for Quotation Form and Schedule/Itineray for more details.)*

Qualifications:

1. Must be based in Kuala Lumpur, Malaysia.
2. Driver must have at least two (2) years of experience and knows the different places/areas in Kuala Lumpur, Malaysia.

Documents to be submitted:

1. Company profile with/and list of clients handled (Preferably international clients).

**APPROVED BUDGET FOR THE CONTRACT: PHP 80,000.00**

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)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

Date: 12 September 2024  
RFQ No.: 2024-0168-R1

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.

Deadline of Submission of Quotations: <b>13 September 2024</b>	Time: <b>01:00PM</b>
Schedule of Opening of Bids: <b>13 September 2024</b>	Time: <b>02:00PM</b> Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;"><b>HIRING OF VEHICLE SERVICE FOR THE PHILIPPINE PARTICIPATION IN MIHAS 2024</b></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 80,000.00</u></p> <p><u>Service Requirements:</u></p> <ol style="list-style-type: none"> <li>1. Company or firm must provide needed/required number of vehicle/s on specific dates as stated on the attached detailed schedules and dates: Dates needed:                             <ol style="list-style-type: none"> <li>a. 15-16 September 2024 – <b>2 units per day</b></li> <li>b. 21-22 September 2024 – <b>1 unit per day</b></li> </ol> </li> <li>2. Ensure that assigned vehicles can accommodate the number of pax stated on the attached detailed schedules on specific dates.</li> <li>3. Assigned vehicles must be clean, in good working condition and must have safety measures.</li> <li>4. Assigned Driver must be clean and can coordinate with the CITEM/HID-PMO onsite staff re: final/latest schedules if needed and at least can understand/speak basic English.</li> </ol> <p><u>Qualifications:</u></p> <ol style="list-style-type: none"> <li>1. Must be based in Kuala Lumpur, Malaysia.</li> <li>2. Driver must have at least two (2) years of experience and knows the different places/areas in Kuala Lumpur, Malaysia.</li> </ol> <p><u>Qualification documents to be submitted:</u></p> <ol style="list-style-type: none"> <li>1. Bidders must submit a company profile with/and list of clients handled (Preferably international clients).</li> </ol> <p><u>Note:</u></p> <ol style="list-style-type: none"> <li>1. Full payment to be remitted on the last day of service, 22 September 2024 after the engagement.</li> <li>2. Budget is inclusive of all applicable taxes and fees, allowances of assigned drivers, toll fees and other incidental expenses.</li> </ol> <p style="text-align: center;"><i>(Please see attached Schedule/Itinerary for more details)</i></p>		

**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: \_\_\_\_\_

VEHICLE SCHEDULE FOR PHILIPPINE DELEGATES  
MALAYSIA INTERNATIONAL HALAL SHOW 2024

DATE	ACTIVITIES	NO. OF VEHICLE/s	SERVICE HRS.	NO. OF PAX (Estimated)
15 September 2024	*Kuala Lumpur Int'l. Airport to Hotel: a. 10 AM for first pick – up	1	8 hrs.	30 pax
	b. 4PM for 2 <sup>nd</sup> pick-up			
	b. <b>Hotel to MITEC (TIME TO BE ADVISED)</b>	1	8 hrs.	30 pax
	c. MITEC to Hotel			
16 September 2024	*Kuala Lumpur Int'l. Airport to Hotel: a. 10 AM <b>(ONE PICK-UP ONLY)</b>	1	8 hrs.	40 pax
	b. <b>Exhibitors Pick-up point TO MITEC (TIME TO BE ADVISED)</b>	1	8 hrs.	40 pax
	*MITEC to Exhibitors Drop-off point			
21 September 2024	*Market Sensing	1	10 hrs.	30 pax
22 September 2024	*Exhibitors Pick-up Point to Kuala Lumpur Airport	1	7 AM	30 pax
			10 AM	30 pax