

**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-2025-0032**

**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 MANPOWER STAND ASSISTANTS ON 22  
JANUARY AND 27 JANUARY 2025 FOR THE  
DESIGNPHILIPPINES OUTBOUND BUSINESS  
MISSION AT TRADEMART BRUSSELS, BELGIUM**

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

**APPROVED BUDGET FOR THE CONTRACT: PHP21,960.00 OR EUR360.00**

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: **14 January 2025**

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

RFQ No.: **2025-0032**

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>Schedule of Bidding in Philippine Standard Time:</b>		
Deadline of Submission of Quotations: <b>16 January 2025</b>		Time: <b>01:00PM</b>
Schedule of Opening of Bids: <b>16 January 2025</b>	Time: <b>02:00PM</b>	Venue: <b>ZOOM</b>

<b>Schedule of Bidding in Central European Time:</b>		
Deadline of Submission of Quotations: <b>16 January 2025</b>		Time: <b>06:00AM</b>
Schedule of Opening of Bids: <b>16 January 2025</b>	Time: <b>07:00AM</b>	Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
2	pax	<b>HIRING OF MANPOWER STAND ASSISTANTS ON 22 JANUARY AND 27 JANUARY 2025 FOR THE DESIGNPHILIPPINES OUTBOUND BUSINESS MISSION AT TRADEMART BRUSSELS, BELGIUM</b>  TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP21,960.00 OR EUR360.00</u>  <b>Qualifications:</b> - Male - Able to carry heavy items  <b>*This requirement is divisible and partial bid is allowed. Bidder may offer/quote for one (1) manpower assistant not exceeding EUR180.00 or PHP10,980.00.</b>		

**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.
- 4) This requirement may be awarded as separate contract per manpower assistant.

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: \_\_\_\_\_