## 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-2025-0120

## 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:

## FABRICATION OF IFEX-SSX BRANDED BUYER BAGS FOR REGULAR TRADE BUYERS AT IFEX PHILIPPINES 2025

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

Approved Budget for the Contract	PHP150.00 per piece or a total of PHP300,000.00	
Deadline of Submission of Eligibility Documents and Financial Bid	: 05 May 2025, 05:00PM	
Schedule of Opening of Eligibility Documents and Financial Bid	: 06 May 2025, 02:00PM	

Conduct of Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at <a href="mailto:citembac@citem.com.ph">citembac@citem.com.ph</a>. 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.

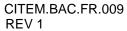
To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay Citv. 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





## ONS AND MISSIONS at Avenue, Pasay City ac@citem.com.ph



CENTER FOR INTERNATIONAL TRADE EXPOSITION Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puya Tel.: (632) 8-831-2201 local 309/294 E-mail: citemba

REQUEST FOR QUOTATION								
☐ Shopping with ABC of Php 50,001 and above ☐ Small Value Procurement with ABC of Php 50,001 and above								
☐ Leas	se of Rea	Property and Venue	Others:					
Company	y Name: _		_	Date RFC	e: 30 April 2025 No.: 2025-0120			
Address:			_					
Contact I	No.:		_					
Gentleme								
request			le price(s) for the following article(s)/work(s) wh and stamped in an envelope or compressed					
citemba	ac@citem	com.ph.						
		ission of Eligibility Documents and ing of Eligibility Documents and Fi		Time: <b>02:00PM</b>	Time: <b>05:00PM</b> Venue: <b>Zoom</b>			
QTY	UNIT		/ DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT			
QII.	Oitii		OF IFEX-SSX BRANDED	ONITTRICE	AMOUNT			
2000	pieces							
			REGULAR TRADE BUYERS					
		AT IFEX F	PHILIPPINES 2025					
		<u>APPROVED BUI</u>	OGET FOR THE CONTRACT:					
		PHP150.00 per pie	ce or a total of PHP300,000.00					
		Date Needed / Delivery Date	e: <u>09 May 2025</u>					
		Specifications:						
		Height: 16 inches Width: 13 inches						
		Handle: 20 inches full length;	10 inches folded					
		Material: Canvass Print Process: Full sublimatio	n (full bleed)					
		Fillit Flocess. Full Subilifiatio	ri (iuli bieeu)					
		(Please see atta	ched design for more details)					
	d Condition							
		working days upon accepta Inclusive of Value Added Tax.						
3) Payme			ce. Other terms of payment will be based on the	ne Contract agreed by	the Purchaser and			
Supplier. 4) Any alt	terations.	erasures or overwriting shall be va	alid only if they are signed or initialed by the bidd	der or his/her authorize	ed representative.			
		_	thin 3 Days after receipt of notice.					
The CITEN	M-BAC res	erves the right to reiect any or all	bids offer and waive any defects therein and acc	ept bid/s it may consid	ler advantageous to			
the gover				, , , , , , , , , , , , , , , , , , , ,				
					(D-)			
					GRACE I. MARPURI AC Chairman			
TO: CITEN	M Bids and	Awards Committee:						
Per vour	request. I	we have indicated the prices of t	he above-mentioned article(s)/work(s) on the ur	nit price/amount colun	nn above. I/We also			
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: \_\_\_

