

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-2024-0200

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:

HIRING OF OFFICIAL EXHIBITION SIGNAGE CONTRACTOR FOR MANILA FAME 2024
MEDIA PREVIEW

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

Approved Budget for the Contract	: PHP 200,000.00
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 07 October 2024, 05:00PM
Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 08 October 2024, 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 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)

- 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.
- 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.
- Notarized Omnibus Sworn Statement**
- Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**
- Please provide company profile and list of projects for the past three (3) years.**

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)

- Certificate of Registration or any organization issued document**
- Sample works/portfolio with attached photos**
- Certificate of completion / job order or any official document to show proof of engagement**

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

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- 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, Financial Bid, and Qualitative Evaluation Documents 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

CITEM.BAC.FR.009
 REV 1



REQUEST FOR QUOTATION

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

Date: 03 October 2024

Company Name: _____

RFQ No.: 2024-0200

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 and Financial Bid: 07 October 2024	Time: 05:00PM
Schedule of Opening of Bids: 08 October 2024	Time: 02:00PM Venue: Zoom

HIRING OF OFFICIAL EXHIBITION SIGNAGE CONTRACTOR FOR MANILA FAME 2024 MEDIA PREVIEW

(Please see attached Terms of Reference)

TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP200,000.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	I. MOBILIZATION / TRANSPORTATION ABC: PHP32,675.00		
20	sqm	II. PRINTING, DELIVERY, INSTALLATION, DISMANTLING AND 2 WAY HAULING a. Tarpaulin with Print ABC: PHP215.00 per sqm or a total of PHP4,300.00		
20	sqm	b. Perforated Tarpaulin with Print ABC: PHP200.00 per unit or a total of PHP4,000.00		
8	sqm	c. Printable Sticker on Foamboard ABC: PHP1,000.00 per unit or a total of PHP8,000.00		
8	sqm	d. Printable Sticker on Sintraboard ABC: PHP1,000.00 per unit or a total of PHP8,000.00		
60	sqm	e. Built-up 3D letter using Printable Sticker on Sintraboard ABC: PHP1,640.00 per unit or a total of PHP98,400.00		
75	lm	f. 2" x 2" Wood Framing Structure ABC: PHP595.00 per unit or a total of PHP44,625.00		
TOTAL BID OFFER				

Scope of Work and Timetable:

- The contractor shall Install, Dismantle, and Haul the items listed above on the specified materials and specifications.
- The contractor shall provide proofs and swatches prior to final fabrication for approval unless waived by an EDD representative but to guarantee the best output.
- The contractor shall ensure the durability and quality of the items.
- The contractor shall install the items properly and in good condition (without smudge, dirt, stains and the like) starting on ingress of **09 October 2024** and egress on **10 October 2024**.
- The contractor shall complete the installation of the requirements on **10 October 2024**.
- Contractors should be at least 5 years in the business and must have a Very Satisfactory (VS) Rating if contractor was previously hired by CITEM.
- All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise. Items shall be delivered to the CITEM office and shall be received by the General Services Division (GSD).
- Delay of delivery or installation will call for deduction of 10% of contract price.



Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax**.
- 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 that 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

**CITEM OFFICIAL EXHIBITION SIGNAGE/GRAPHIC PRINTING CONTRACTOR
FOR MANILA FAME MEDIA PREVIEW**

(Service Engagement: Upon signing of JO till 10 October 2024)

A. PROJECT TERMS AND COVERAGE.

Delivery date: 10 October 2024 for Manila Fame 2024 Media Preview.

Venue: To be determined

B. WHO ARE ELIGIBLE TO BID.

1. Only persons/companies meeting all the following requirements shall be eligible/qualified to participate in the bidding:
 - a. Companies who are not blacklisted in any government agencies.
 - b. Company's primary business should be printing services/signage printing contractor.
 - c. Company/ies who passed the qualitative requirements with a passing rate of 80%.

Criteria for Award: Lowest Calculated and Responsive Bidder

Mode of Procurement: Small Value Procurement

CRITERIA	VALUE POINT
<p>1. Company Profile and Experience The company should be in the exhibition signage printing industry whose primary business is printing services/signage printing contractor. Length of relevant experience:</p> <ul style="list-style-type: none">• 10 years and above (25 points)• 6-9 years (15 points)• 1-5 years and below (5 points) <p>Document Required: Certificate of Registration or any government issued document</p>	25
<p>2. Exhibition Signage Printing Contractor The company must have experienced being an exhibition signage contractor for exhibition events with a total of 8,000 sqm space or more for the past 5 years.</p> <ul style="list-style-type: none">• 5-8 Exhibition Events as an appointed exhibition signage contractor (25 points)• 3-4 Exhibition Events as an appointed exhibition signage contractor (15 points)• 1-2 Exhibition Events as an appointed exhibition signage contractor (5 points) <p>Document Required: Sample works/portfolio with attached photos</p>	25

<p>3. Experience in locally held international trade shows The company must have completed locally held international trade shows with quality and good standing within the past 5 years.</p> <ul style="list-style-type: none"> • 4-5 locally held international trade shows or more (50 points) • 1-3 locally held international trade shows (25 points) <p>Document Required: Certificate of completion / job order or any official document to show proof of engagement</p>	50
TOTAL	100

C. BASIC CONDITIONS.

1. The company who passed required qualitative evaluation and with the lowest calculated responsive bid shall be declared as the winner for this requirement.
2. The Contractor shall take charge of the production and handling, as well as the installation and dismantling of all signage/graphics requirements of CITEM projects for the specific requirements.
3. The Contractor shall coordinate directly with CITEM’s Exhibition Design Division (EDD) in implementing and installing the signage/graphics requirements.
4. The Contractor shall provide labor and materials including scaffolding for the installation, dismantling and 2-way hauling of all signage/graphic requirements of CITEM including but not limited to materials such as frames, poles, and other fixtures whenever applicable.
5. The Contractor shall deploy at least 8 technically competent workers during ingress and egress periods, which should be knowledgeable of all services offered by the contractor and should be able to adequately answer all questions raised by CITEM personnel in relation to their deliverables signage/graphic requirements.
6. The Contractor shall undertake to do simultaneous installations related to item No. 5. The supervisors will be responsible for on-site supervision to effect liaison with CITEM and its designated representative/s.
7. The Contractor shall undertake to perform the work wholly by itself without assigning or sub-contracting any part of it to a third party.
8. The Contractor shall be liable for damages of any parts of the facility or the exhibition venue caused by faulty installation. It shall perform its obligation under this agreement in accordance with best accepted professional standards. It shall exercise responsible skill, care and diligence in the discharge of the duties agreed to be performed.

9. The Contractor must dismantle the items/structure and haul the same to CITEM-designated warehouse/s with care to avoid damages. Damages incurred or caused by the Contractor shall be repaired/replaced at the Contractor's expense.
10. The Contractor must coordinate directly with the personnel in-charge for the use of the equipment and facilities of the exhibition venue.
11. CITEM shall issue corresponding Job Order (J.O.) to the Contractor for the actual and specific requirement based on awarded rates.
12. CITEM shall provide the design and specifications for all items. Contractor shall, if required, seek approval from CITEM prior to actual printing production.

D. OTHER PERTINENT CONDITIONS.

1. The performance of the winning party shall be subject to review and evaluation. If it receives a rating below satisfactory, based on CITEM-EDD and Project Secretariat ratings, or is deemed unfit or incapable of handling the project, CITEM may either opt to undertake the project on its own or conduct another bidding. CITEM's decision on the performance of the winning contractor shall be considered final and binding.
2. In case CITEM terminates the contract of the Official Contractor based on unsatisfactory performance, the said Contractor may be banned from participating in any CITEM's projects for the succeeding year/s, the actual length of it will be based on CITEM's specified timeframe.
3. The selected Official Contractor may request cancellation of the contract in case of force majeure such as natural calamities and other circumstances like bankruptcy, which may prevent it from performing the services contracted for. However, CITEM reserves the right to assess and evaluate the validity of reason for the termination of the contract.
4. There shall be no employer-employee relationship between CITEM and the Contractor, Contractor's personnel and Supervisors.
5. All payments due to the Contractor shall be subject to deduction of the withholding tax and, if applicable, the Value-Added Tax (VAT).
6. All other stipulations mentioned in the Minutes of the Meeting with the bidders and/or CITEM-BAC and written communications from CITEM shall constitute as part of these bidding guidelines and shall be issued in the form of Supplemental / Bid Bulletin.
7. CITEM-BAC reserves the right to reject any or all bids, waive any formality required therein, and recommend the award that is most advantageous to CITEM as the government procuring entity.

E. APPROVED BUDGET OF THE CONTRACT.

Php 200,000.00 (VAT inclusive.)

F. CONDITIONS FOR PAYMENT.

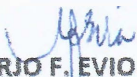
Payment shall be made to the contractor only after the event based on actual orders made and approved by the Exhibition Design Division and/or Department Manager of the Communications and Creative Services Department.

Prepared by:





TRINETIE O. FIGUERRA
TIDS
Exhibition Design Division

Recommending Approval:



MARJO F. EVIO
OIC-DM, OG1



NORMAN BAGULBAGUL
OIC-DM, CCSD 

Approved by:



LEAH PULIDO OCAMPO
Executive Director 