

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-2025-0019-EPA

**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 **Early Procurement Activity (EPA)** Notice for:

**CATERING SERVICES IN CONSUMER
ELECTRONICS SHOW (CES) 2025 BUSINESS
FORUM**

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

APPROVED BUDGET FOR THE CONTRACT: PHP130,000.00

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.



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



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **20 December 2024**

Company Name: _____

RFQ No.: **2025-0019-EPA**

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.

Schedule of Bidding in Philippine Standard Time:		
Deadline of Submission of Quotations: 27 December 2024	Time: 01:00PM	
Schedule of Opening of Bids: 27 December 2024	Time: 02:00PM	Venue: ZOOM

Schedule of Bidding in Pacific Standard Time:		
Deadline of Submission of Quotations: 26 December 2024	Time: 09:00PM	
Schedule of Opening of Bids: 26 December 2024	Time: 10:00PM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>CATERING SERVICES IN CONSUMER ELECTRONICS SHOW (CES) 2025 BUSINESS FORUM</p> <p>TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP130,000.00</u></p> <p>Date Needed/Delivery Date: <u>on or before 09 January 2025</u></p> <p><i>Food and beverage for business forum participants/attendees:</i> Estimated number of pax: 60 Inclusive of delivery to the venue</p> <p><i>Food:</i> Assortment of Savory French Pocket Croissants (1 order serves 12 pax x 5 platters)</p> <p><i>Beverage:</i> 60 bottled water</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.
- 4) This requirement is an Early Procurement Activity (EPA) the following rules shall apply:
 - Price escalation is generally not allowed. The Price is considered fixed price for the given scope of work as awarded;
 - Bid validity shall be 120 calendar days extendible upon request of CITEM;
 - Notice of Award shall ONLY be released upon approval and effectivity of GAA 2025 or the reenactment of the 2024 budget.

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: _____