Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Likhang Filipino Exhibition Halls, International Trade Center Complex
(formerly PhilTrade), Roxas Blvd., Pasay City

Solicitation No.: CITEM-2026-0304-R3

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 ONE (1) ELECTRICIAN FOR INSTALLATION OF HOLIDAY DECORATIONS FOR LIKHANG FILIPINO WINDOW DISPLAY IN NEW YORK CITY, USA ON 19 & 20 SEPTEMBER 2026

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

APPROVED BUDGET FOR THE CONTRACT: USD600.00 or PHP37,200.00

In the event that two (2) or more bidders are post-qualified as the Lowest Calculated and Responsive Bidder (LCRB), the CITEM-BAC shall determine the winning bidder through a draw lots procedure, which shall serve as a non-discretionary and non-discriminatory method of chance in accordance with GPPB Circular No. 04-2026.

In the event of any discrepancy in the bid offers of the bidders, the CITEM-BAC shall resolve such discrepancy in accordance with the guidelines prescribed under Section 61.2.3 of Republic Act No. 12009.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309 or e-mail at citembac@citem.com.ph.

[redacted]

ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-BAC

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Likhang Filipino Exhibition Halls, International Trade Center Complex
(formerly PhilTrade), Roxas Blvd., Pasay City
Tel.: (632) 8-831-2201 local 309 E-mail: citembac@citem.com.ph

REQUEST FOR QUOTATION
(OVERSEAS PROCUREMENT)

Date: 28 August 2026

Company Name: _____

RFQ No.: 2026-0304-R3

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: **02 September 2026**		*Time:* **01:00PM**
Schedule of Opening of Bids: **02 September 2026**	*Time:* **02:00PM**	*Venue:* **ZOOM**

Schedule of Bidding in Eastern Daylight Time:		
Deadline of Submission of Quotations: **02 September 2026**		*Time:* **01:00AM**
Schedule of Opening of Bids: **02 September 2026**	*Time:* **02:00AM**	*Venue:* **ZOOM**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNTS
1	pax	**HIRING OF ELECTRICIAN FOR INSTALLATION OF HOLIDAY DECORATIONS FOR LIKHANG FILIPINO WINDOW DISPLAY IN NEW YORK CITY, USA ON 19 & 20 SEPTEMBER 2026** TOTAL APPROVED BUDGET FOR THE CONTRACT: USD600.00 or PHP37,200.00 **Date Needed / Delivery Date:** September 19 & 20, 2026 **Scope of Works:** - Install and connect lighting and other electrical components. - Ensure all electrical work is safe and secure. - Test and troubleshoot electrical connections. **Dates:** September 19-20, 2026 **(2 days)** **Time:** 9:00AM – 6:00PM (w/ 1 hour lunch break) **Location:** Philippine Center, 556 5th Ave, New York, NY 10036, United States ***The electrician shall render service of 8 hours per day and provide all necessary labor, tools, equipment, and safety gear required to complete the work, subject to overtime pay based on per hour rate.**	*Note: Please indicate **bid offer per quantity (QTY)**.*	*Note: Please indicate **total bid offer**.*

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.

[redacted]

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: _____