

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-2025-0043

**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 STAND ASSISTANT FOR THE
PHILIPPINE PARTICIPATION IN GULFOOD 2025**

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

APPROVED BUDGET FOR THE CONTRACT: PHP79,750.00

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)

Company Name: _____

Address: _____

Contact No.: _____

Date: **06 February 2025**RFQ No.: **2025-0043**

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: 10 February 2025		Time: 05:00PM
Schedule of Opening of Bids: 11 February 2025	Time: 02:00PM	Venue: ZOOM

Schedule of Bidding in Gulf Standard Time:		
Deadline of Submission of Quotations: 10 February 2025		Time: 01:00PM
Schedule of Opening of Bids: 11 February 2025	Time: 10:00AM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	pax	<p style="text-align: center;">HIRING OF STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN GULFOOD 2025</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP79,750.00</u></p> <p>Date Needed / Delivery Date: 17 February 2025 Standard assistant to be hired for five (5) days: 17-21 February 2025</p> <p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Provide assistance to CITEM onsite officers 2. Encourage buyers/visitors to visit the Philippine booth 3. Engage with Gulfood participants <ul style="list-style-type: none"> - Collect business cards from importers and distributors participating in Gulfood. - Take photographs of the booth of these importers 4. Documentation of Booths <ul style="list-style-type: none"> - Capture full photographs of the Asian booths present at the event 5. Sales Report Collection <ul style="list-style-type: none"> - Assist in gathering and organizing sales reports at the end of each day 6. Information gathering and reporting <ul style="list-style-type: none"> - If acting as translator, provide significant insights on prices, quality, packaging, and other key information gathered from the discussion with attendees. 		

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 interpreter / stand 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: _____