

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-2024-0140-R1

**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:

**RENTAL, INSTALLATION, DISMANTLING, AND TWO-WAY HAULING OF  
ARTISANS VILLAGE SETTING IN MANILA FAME 2024**

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

Approved Budget for the Contract	: PHP994,880.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 28 August 2024, 05:00PM
Schedule of Opening of Bids	: 29 August 2024, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or 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](mailto: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.*
- Latest Income / Business Tax Return**
- 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**
- 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.**

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](mailto: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](mailto:citembac@citem.com.ph).

  
**ATTY. ANNA GRACE I. MARPURI**  
Chairman, Bids and Awards Committee

## 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: 21 August 2024

Company Name: \_\_\_\_\_

RFQ No.: 2024-0140-R1

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](mailto:citembac@citem.com.ph).

Deadline of Submission of Eligibility Documents and Financial Bid: <b>28 August 2024</b>	Time: <b>05:00PM</b>
Schedule of Opening of Bids: <b>29 August 2024</b>	Time: <b>02:00PM</b> Venue: <b>Zoom</b>

### RENTAL, INSTALLATION, DISMANTLING, AND TWO-WAY HAULING OF ARTISANS VILLAGE SETTING IN MANILA FAME 2024

*(Please see attached Design Concept for more details.)*

**APPROVED BUDGET FOR THE CONTRACT: PHP 994,880.00**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<b>I. MOBILIZATION</b> <i>ABC: PHP 40,000.00</i>		
4	lot	<b>II. 60sqm CARPET FLOORING (RENTAL)</b> Black needle punch carpet (6m X 10m) <i>ABC: PHP 23,520.00 per lot or a total of PHP 94,080.00</i>		
4	lot	<b>III. STRUCTURE FRAMING (RENTAL)</b> 2" x 4" metal tubular framing with paint finish (half of structure in white or gray paint, half in brown or wood finish) (A.P.F.) (see details) <i>ABC: PHP 75,000.00 per lot or a total of PHP 300,000.00</i>		
4	lot	<b>IV. PLYWOOD WALL CLADDING (RENTAL)</b> a. 1/2 inch plywood mounted on tubular structure with paint finish (see details) b. 2 sets of 2m x 4.2mH (textured cement paint finish) c. 1 set of 1.8m X 3.3mH (natural wood, clear varnish finish) <i>ABC: PHP 20,000.00 per lot or a total of PHP 80,000.00</i>		
4	lot	<b>V. GEENA CLOTH (RENTAL)</b> 50sqm white geena cloth mounted on tubular structure with stiffener (see details) <i>ABC: PHP 8,400.00 per lot or a total of PHP 33,600.00</i>		
4	lot	<b>VI. PLYWOOD FLOORING (RENTAL)</b> a. 1 set 3/4 inch plywood flooring in 2m X 1.5m in textured cement paint finish (same finish with adjacent wall) b. 1 set of 3/4 inch plywood flooring in 1.5m X 1.5m in clear natural wood or clear varnish finish (same finish with adjacent wall) c. 1 set of 3/4 inch plywood flooring in 1.5m X 1.5m in clear white or gray paint finish (same finish with adjacent wall) <i>ABC: PHP 4,500.00 per lot or a total of PHP 18,000.00</i>		
4	lot	<b>VII. FREE STANDING SHELVES (RENTAL)</b> 10 sets of 5 layer free standing shelves in 1.2m X 0.3m X 1.8mH in tubular metal framing with wooden shelves <i>ABC: PHP 44,800.00 per lot or a total of PHP 179,200.00</i>		
4	lot	<b>VIII. TRACK LIGHTS WITH TRACK BAR (RENTAL)</b> 10 sets of track light with track bar (3 lights and 1 bar per set) in warm white lighting and white finish <i>ABC: PHP 22,400.00 per lot or a total of PHP 89,600.00</i>		

4	lot	<b>IX. LED STRIP LIGHT (RENTAL)</b> LED strip light daylight 50 linear meter with connectors <i>ABC: PHP 1,500.00 per lot or a total of PHP 6,000.00</i>		
4	lot	<b>X. WIRINGS AND CONDUITS (RENTAL)</b> a. 15 sets of 2-GANG convenience outlet b. 1 lot wiring for the tracklight c. 1 lot wiring for exhibitor products <i>ABC: PHP 5,000.00 per lot or a total of PHP 20,000.00</i>		
4	lot	<b>XI. TABLES AND CHAIRS (RENTAL)</b> a. 2 pcs 90cm round table in wooden legs, metal brackets and wooden top (see details) b. 8 pcs Chair in wood and plastic material <i>ABC: PHP 22,400.00 per lot or a total of PHP 89,600.00</i>		
4	lot	<b>XII. GRAPHICS (RENTAL)</b> 10 sqm graphics in digital print sticker cut-out mounted on foamboard <i>ABC: PHP 11,200.00 per lot or a total of PHP 44,800.00</i>		
<b>TOTAL BID OFFER</b>				

**Scope of Work:**

- 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, and stains and the like) starting on ingress of **14 October 2024 – 16 October 2024** and egress on **19 October 2024 07:00pm – 12:00mn**
- The contractor shall complete the installation of the requirements on **15 October 2024, 11:59pm**
- 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. (Please provide company profile and list of projects for the past three (3) years)
- 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)

**Terms and Conditions:**

- Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
- Bid price must be **Inclusive of Value Added Tax**.
- Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- Required documents, if any, must be submitted within 3 Days after receipt of notice.
- 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

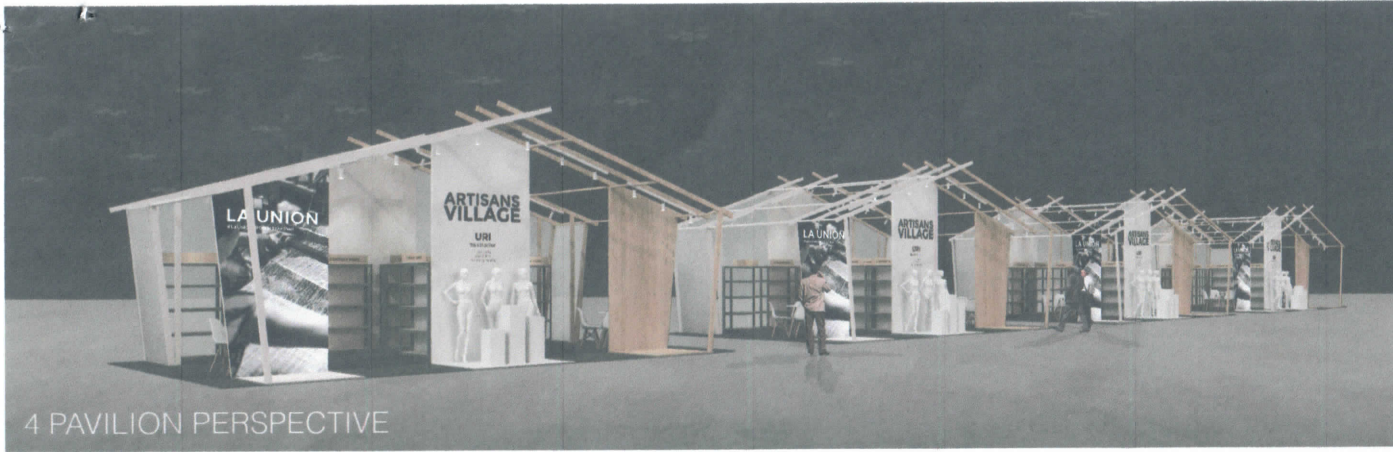
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**Signature over printed name of the Authorized Company Representative**

Designation: \_\_\_\_\_

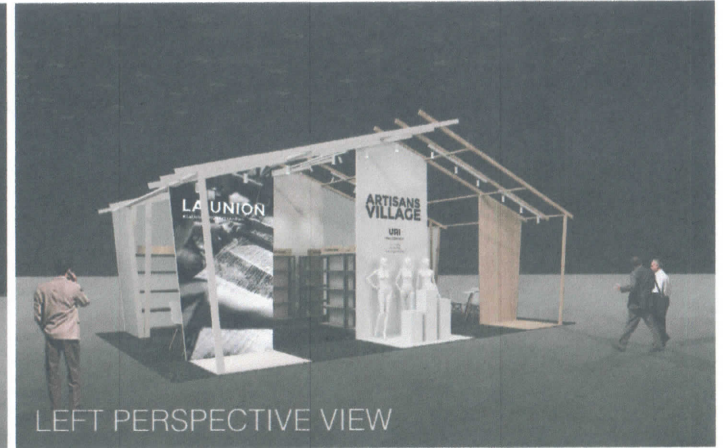
Telephone No(s).: \_\_\_\_\_

Email: \_\_\_\_\_

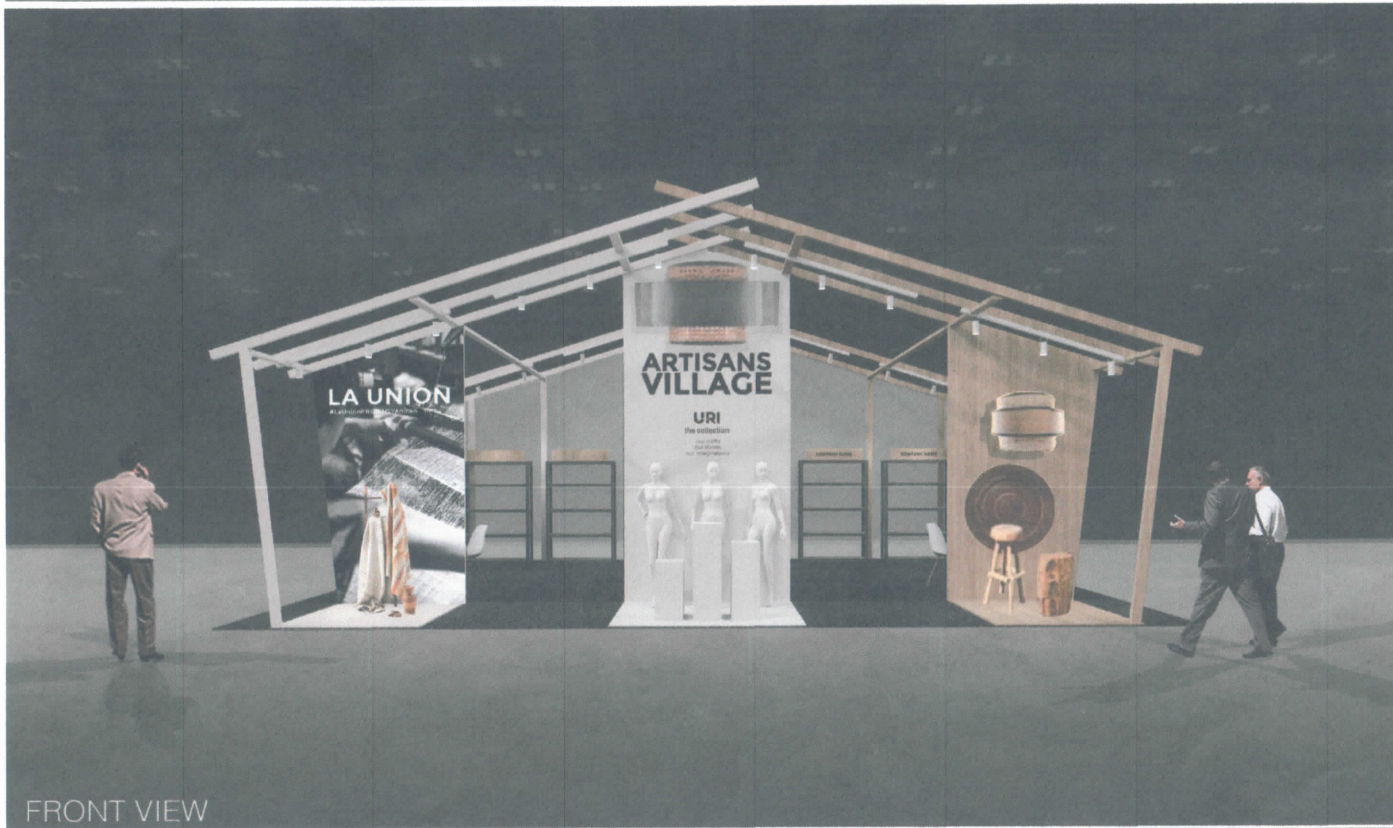




4 PAVILION PERSPECTIVE



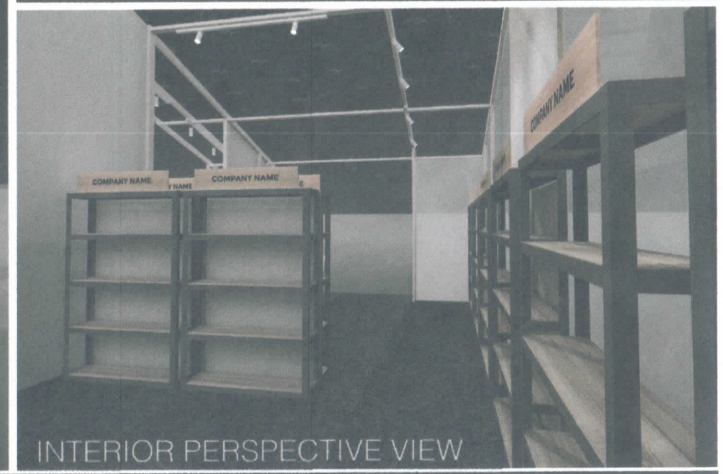
LEFT PERSPECTIVE VIEW



FRONT VIEW



RIGHT PERSPECTIVE VIEW



INTERIOR PERSPECTIVE VIEW

<p><b>CITEM</b> EXPERIENCE DESIGN DIVISION</p>	<p>PROJECT: <b>MANILA FAME</b></p>	<p>SHEET CONTENT:</p> <p><b>DESIGN CONCEPT</b></p>	<p>DESIGNED BY:</p> <p>MARCIANO H. SANTOS JR. SIBS</p>	<p>REQUESTING PARTY:</p> <p>MARICAR EVIYO OIC-DM OGD</p>	<p>APPROVED BY:</p> <p>LEAH PULIDO OCAMPO Executive Director</p>
	<p>TITLE: <b>ARTISANS VILLAGE</b></p>				
			<p>SHEET NO.: <b>1</b></p>	<p>REVISION: <b>00</b></p>	