

**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-2025-0016-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:

**BOOTH CONSTRUCTION, INSTALLATION,  
DISMANTLING AND HAULING FOR THE  
COLLECTIVE SHOWCASE OF PHILIPPINE  
PARTICIPATION IN AMBIENTE 2025**

*(Please see attached Request for Quotation Form, Design, Technical Drawing, and Checklist for more details.)*

**APPROVED BUDGET FOR THE CONTRACT: PHP3,800,000.00 OR EUR60,317.46**

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



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **17 December 2024**  
RFQ No.: **2025-0016-EPA**

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

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.

<b>Schedule of Bidding in Philippine Standard Time:</b>		
Deadline of Submission of Quotations: <b>19 December 2024</b>		Time: <b>01:00PM</b>
Schedule of Opening of Bids: <b>19 December 2024</b>	Time: <b>02:00PM</b>	Venue: <b>ZOOM</b>

<b>Schedule of Bidding in Central European Time:</b>		
Deadline of Submission of Quotations: <b>19 December 2024</b>		Time: <b>06:00AM</b>
Schedule of Opening of Bids: <b>19 December 2024</b>	Time: <b>07:00AM</b>	Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
170	sqm	<p><b>BOOTH CONSTRUCTION, INSTALLATION, DISMANTLING AND HAULING FOR THE COLLECTIVE SHOWCASE OF PHILIPPINE PARTICIPATION IN AMBIENTE 2025</b></p> <p style="text-align: center;">sAPPROVED BUDGET FOR THE CONTRACT: <b>PHP3,800,000.00 OR EUR60,317.46</b></p> <p><b>Show Dates:</b> <u>07-11 February 2025</u></p> <p><b>Inclusions:</b></p> <ol style="list-style-type: none"> <li>1. Installation, Dismantling and Hauling</li> <li>2. <b>DESIGN Philippine Pavilion – 170.0sqm</b> (Hall 10.4 Stand C51)</li> <li>3. Electrical installation and consumption</li> <li>4. Miscellaneous</li> </ol> <p><b>Payment terms:</b></p> <p>Milestone 1 – Fabrication status of the pavilion (30%) Milestone 2 – Ingress proper (40%) Milestone 3 – Egress proper (30%)</p> <p><i>(Please see attached Design, Technical Drawing, and Checklist for more details.)</i></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: \_\_\_\_\_

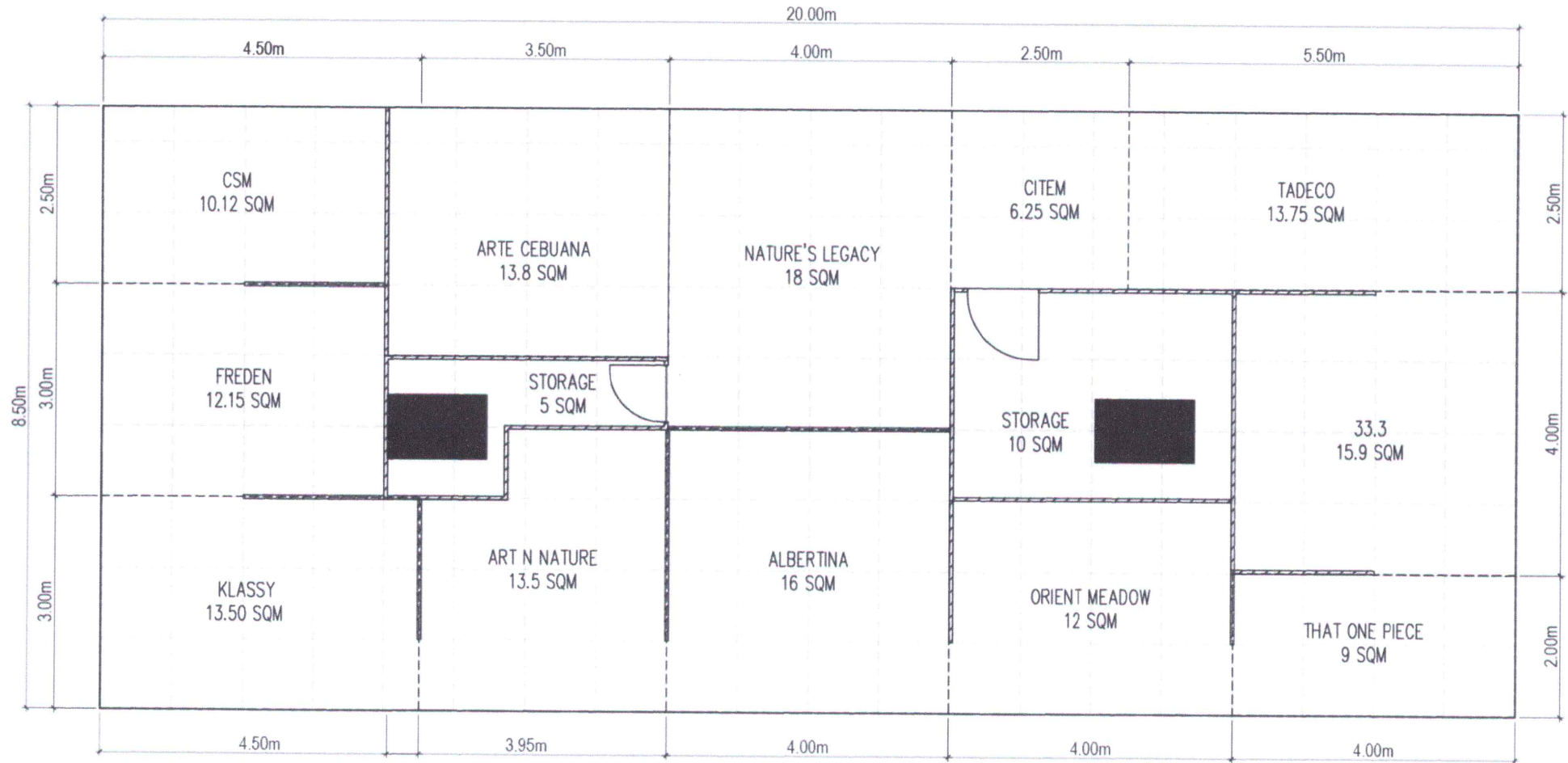
Telephone No(s).: \_\_\_\_\_






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

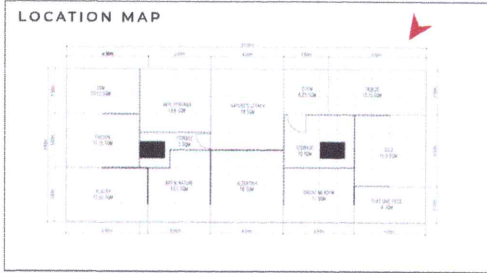
**ambiente**

**AREA 1 | HALL 10.4 C51**  
**DESIGN PHILIPPINES - COLLECTIVE SHOWCASE**





 <p><b>EXHIBITION DESIGN DIVISION</b></p>	PROJECT	DESIGN PHILIPPINES	SHEET CONTENT		DESIGNED BY:	RECOMMENDING APPROVAL:	APPROVED BY / COMMENTS:	
	TITLE	PHILIPPINE PARTICIPATION AT AMBIENTE 2025	DESIGN APPROVAL - option		 KATHERINE MAY G. APODACA STDS - EDD	 JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD	 LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM	
	LOCATION	FRANKFURT, GERMANY	SHEET NO.	5	REVISION NO.	04		RECOMMENDING APPROVAL:
DATE / TIME	05 DECEMBER 2024				 NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD			



BUILT-UP CUT-OUT SIGNAGE WITH BACKLIT







WOODEN GRID OVER-HEAD OVERHEAD

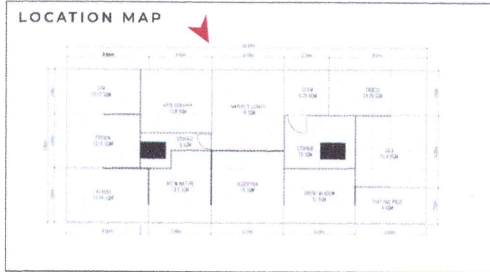
METAL GRID FOR HANGING ITEMS

BEIGE NEEDLE PUNCH CARPET



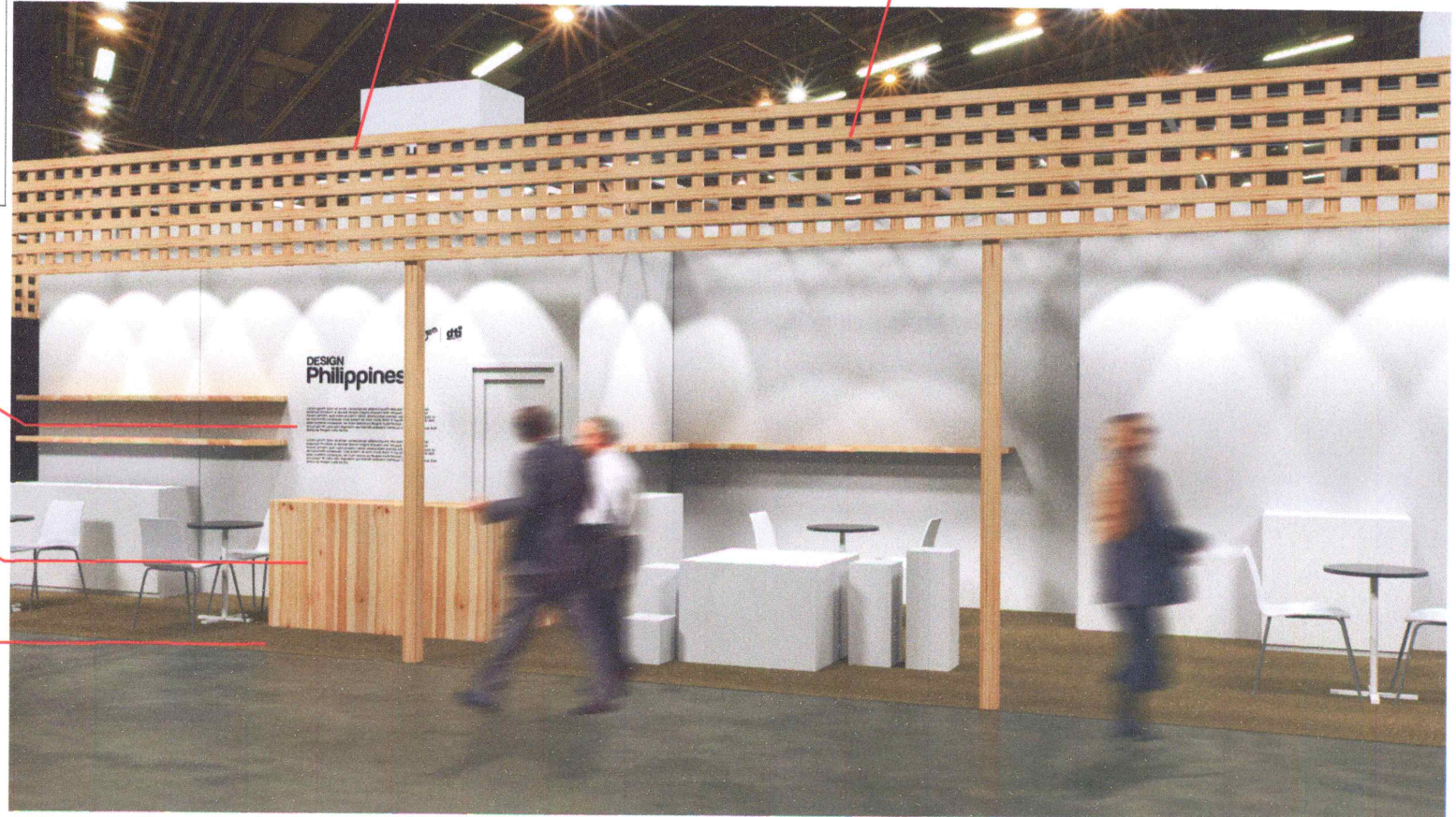
CITEM AREA

 <p><b>EXHIBITION DESIGN DIVISION</b></p>	PROJECT	DESIGN PHILIPPINES		SHEET CONTENT		DESIGNED BY:	RECOMMENDING APPROVAL:	APPROVED BY / COMMENTS:
	TITLE	PHILIPPINE PARTICIPATION AT AMBIENTE 2025		DESIGN APPROVAL - option		 KATHERINE MAY G. APODACA STIDS - EDD	 JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD	
	LOCATION	FRANKFURT, GERMANY		SHEET NO.	REVISION NO.	RECOMMENDING APPROVAL:	RECOMMENDING APPROVAL:	
DATE / TIME			6	04	 NORMAN D. GASULBAGUL DIVISION CHIEF - EDD	 MARVIC F. EYO DEPARTMENT MANAGER, SBD	 LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM	
05 DECEMBER 2024								



WOODEN GRID OVER-HEAD OVERHEAD

METAL GRID FOR HANGING ITEMS

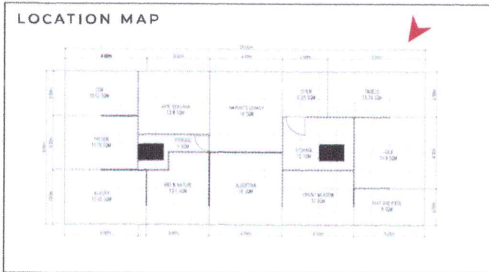








WRITE-UP

CITEM AREA

BEIGE NEEDLE PUNCH CARPET

<p><b>EXHIBITION DESIGN DIVISION</b></p>	<p>PROJECT</p> <p>DESIGN PHILIPPINES</p>	<p>SHEET CONTENT</p> <p>DESIGN APPROVAL - option</p>		<p>DESIGNED BY:</p> <p></p> <p>KATHERINE MAY G. APODACA STIDS - EDD</p>	<p>RECOMMENDING APPROVAL:</p> <p></p> <p>JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD</p>	<p>APPROVED BY / COMMENTS:</p> <p></p> <p>LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM</p>
	<p>DATE / TIME</p> <p>05 DECEMBER 2024</p>	<p>TITLE</p> <p>PHILIPPINE PARTICIPATION AT AMBIENTE 2025</p>	<p>SHEET NO.</p> <p>7</p>	<p>REVISION NO.</p> <p>04</p>	<p>RECOMMENDING APPROVAL:</p> <p></p> <p>NORMAN D. GULBAGUL DIVISION CHIEF - EDD</p>	



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	<p>TITLE</p> <p>PHILIPPINE PARTICIPATION AT AMBIENTE 2025</p>	<p>SHEET NO.</p> <p>8</p>	<p>REVISION NO.</p> <p>04</p>	<p>RECOMMENDING APPROVAL:</p> <p> NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD</p>	<p>RECOMMENDING APPROVAL:</p> <p> MARJOE F. EVIO DEPARTMENT MANAGER, SBD</p>	
<p>DATE / TIME</p> <p>05 DECEMBER 2024</p>	<p>LOCATION</p> <p>FRANKFURT, GERMANY</p>					