

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-2025-0003-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/PAVILION STAND CONSTRUCTION,
INSTALLATION AND DISMANTLING FOR THE
PHILIPPINE PARTICIPATION IN MAISON & OBJET
2025**

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

APPROVED BUDGET FOR THE CONTRACT: PHP3,780,000.00 or EUR60,000.00

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: **11 December 2024**

Company Name: _____

RFQ No.: **2025-0003-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: 12 December 2024		Time: 01:00PM
Schedule of Opening of Bids: 12 December 2024	Time: 02:00PM	Venue: ZOOM

Schedule of Bidding in Central European Time:		
Deadline of Submission of Quotations: 12 December 2024		Time: 06:00AM
Schedule of Opening of Bids: 12 December 2024	Time: 07:00AM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
200	sqm	<p>BOOTH/PAVILION STAND CONSTRUCTION, INSTALLATION AND DISMANTLING FOR THE PHILIPPINE PARTICIPATION IN MAISON & OBJET 2025</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP3,780,000.00 or EUR 60,000.00</u></p> <p>Date Needed/Delivery Date: <u>on or before 08 January 2025</u> Event Dates: <u>16-20 January 2025</u> Stand Location: <u>Hall 6 – Forever (Paris, France)</u></p> <p><i>(Please see attached Design and Technical Drawing 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: _____

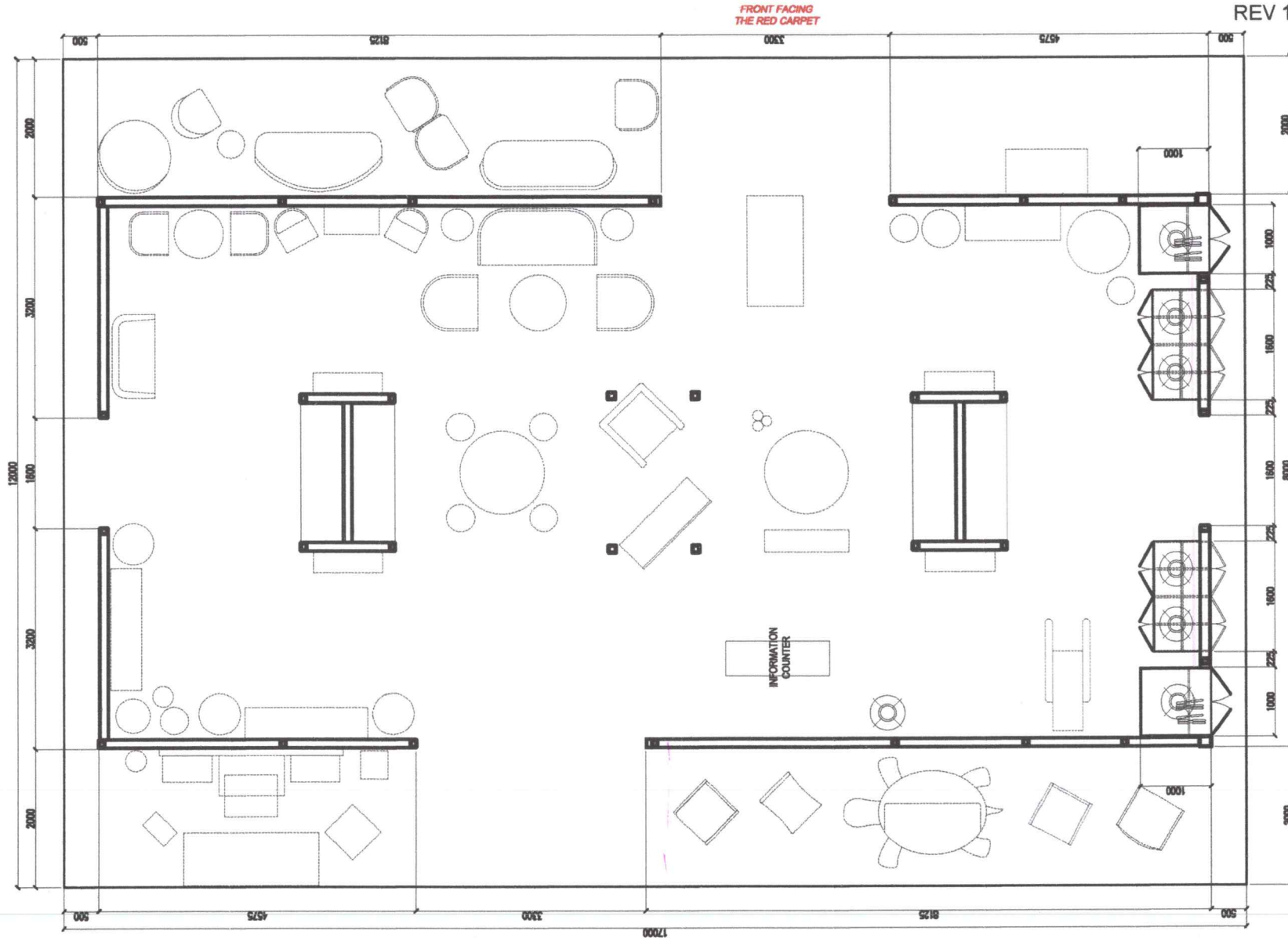
MAISON & OBJET







16-20 JANUARY 2025

MAISON & OBJET

BOOTH / PAVILION DESIGN

CITEM.EDD.TP.001
REV 1

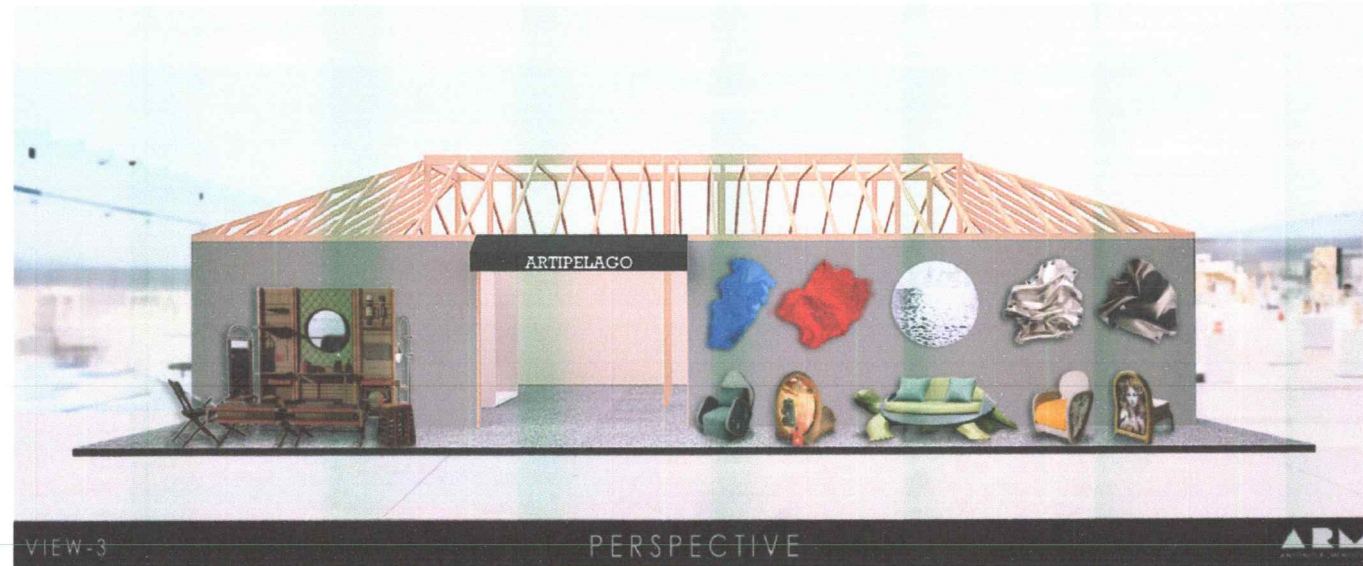
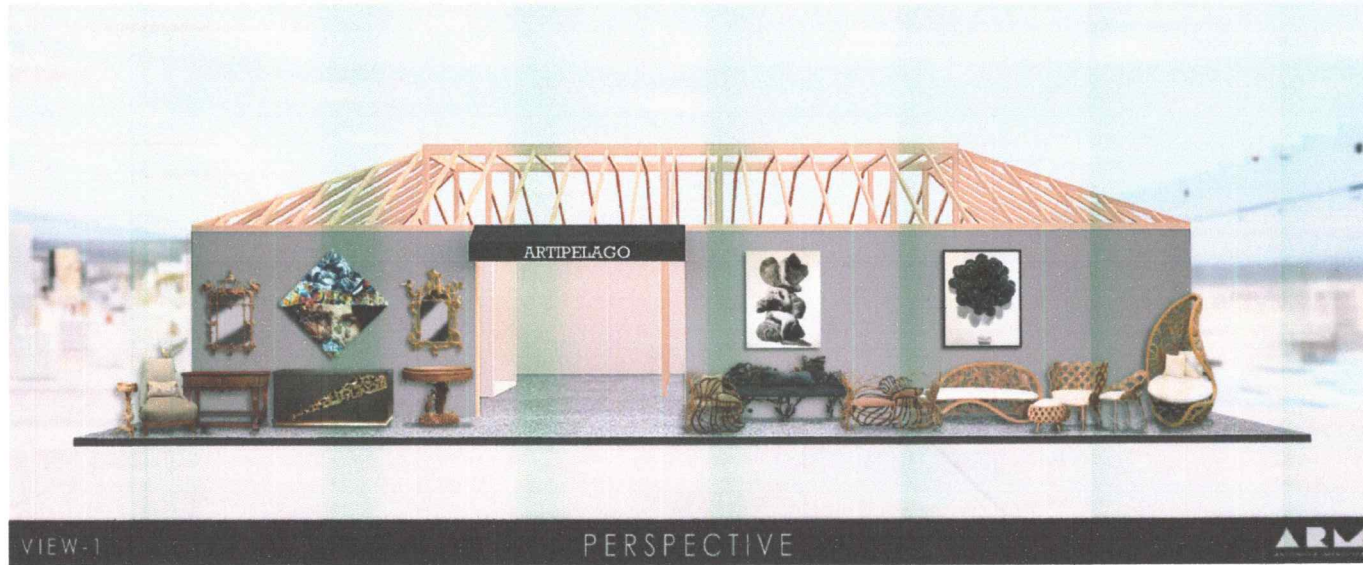








 EXHIBITION DESIGN DIVISION	PROJECT:	DESIGNPHILIPPINES AT MAISON&OBJET 2025	SHEET CONTAINS:		DESIGNED BY:	RECOMMENDING APPROVAL:	APPROVED BY:
	TITLE:	BOOTH / PAVILION DESIGN	BOOTH / PAVILION DESIGN		 TRINETZA RIGUERRA EDD	 JOSEPH D. BERNAT DEPARTMENT MANAGER III - CCSD	 LEAH PULIDO OCAMPO Executive Director, CITEM
DATE / TIME:	LOCATION:	PARIS, FRANCE	SHEET NO.:	01	REVISION:	00	
November 28, 2024					 NORMAN D. BAGALAGUL DIVISION CHIEF - EDD	 CARLO F. NINO DEPARTMENT MANAGER III - S&D	

MAISON & OBJET

BOOTH / PAVILION DESIGN

CITEM.EDD.TP.001
REV 1



 EXHIBITION DESIGN DIVISION	PROJECT: DESIGNPHILIPPINES AT MAISON&OBJET 2025	SHEET CONTENT: BOOTH / PAVILION DESIGN		DESIGNED BY:  TRINETTA O. NIGUERRA <small>TID - EDD</small>	RECOMMENDING APPROVAL:  JOSEPH D. BERNAT <small>DEPARTMENT MANAGER III - CCSD</small>	APPROVED BY:  LEAH PULIDO OCAMPO <small>Executive Director, CITEM</small>
	TITLE: BOOTH / PAVILION DESIGN	SHEET NO.: 02 REVISION: 00		RECOMMENDING APPROVAL:  NORMAN D. BAGALBAGUL <small>DIVISION CHIEF - EDD</small>	RECOMMENDING APPROVAL:  MARJO P. FERRO <small>DEPARTMENT MANAGER III - S&D</small>	
DATE / TIME: November 28, 2024	LOCATION: PARIS, FRANCE					

MAISON & OBJET

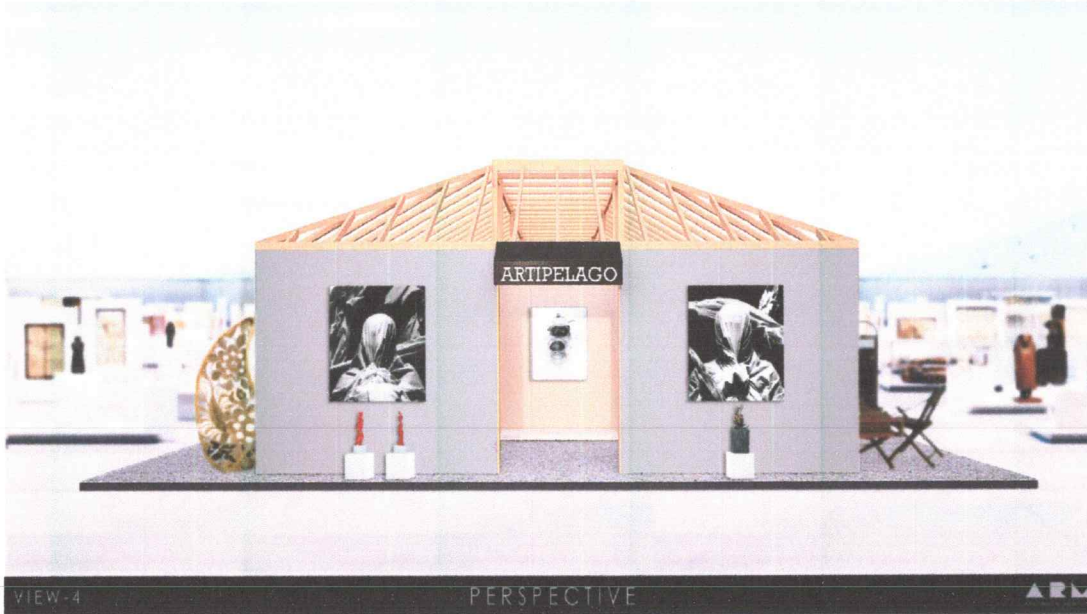
BOOTH / PAVILION DESIGN

CITEM.EDD.TP.001
REV 1



VIEW-2







PERSPECTIVE



VIEW-4

PERSPECTIVE



 EXHIBITION DESIGN DIVISION	PROJECT: DESIGNPHILIPPINES AT MAISON&OBJET 2025	SHEET CONTENT: BOOTH / PAVILION DESIGN		DESIGNED BY:  TRINETJE O. RIGUERRA <small>TRP - EDD</small>	RECOMMENDING APPROVAL:  JOSEPH D. BERNAT <small>DEPARTMENT MANAGER III - CCSD</small>	APPROVED BY:  LEAH PULIDO OCAMPO <small>Executive Director, CITEM</small>
	TITLE: BOOTH / PAVILION DESIGN	SHEET NO.: 03 REVISION: 00		RECOMMENDING APPROVAL:  NORMAN D. BAGULBAGUL <small>DIVISION CHIEF - EDD</small>	RECOMMENDING APPROVAL:  MARJO J. ENO <small>DEPARTMENT MANAGER III - SBD</small>	
DATE / TIME: November 28, 2024	LOCATION: PARIS, FRANCE					

MAISON & OBJET

BOOTH / PAVILION DESIGN

CITEM.EDD.TP.001
REV 1



	PROJECT: DESIGNPHILIPPINES AT MAISON&OBJET 2025	SHEET CONTENT: BOOTH / PAVILION DESIGN		DESIGNED BY: TRINETTA G. RIGUERRA <small>TDR - EDD</small>	RECOMMENDING APPROVAL: JOSEPH D. BERNAT <small>DEPARTMENT MANAGER W - CCSD</small>	APPROVED BY: LEAH PULIDO OCAMPO <small>Executive Director, CITEM</small>
	TITLE: BOOTH / PAVILION DESIGN	SHEET NO.: 04	REVISION: 00	RECOMMENDING APPROVAL: NORMAN D. BAGUIGUL <small>DIVISION CHIEF - EDD</small>	RECOMMENDING APPROVAL: MARJO J. SANO <small>DEPARTMENT MANAGER W - S&D</small>	
DATE / TIME: November 28, 2024	LOCATION: PARIS, FRANCE					

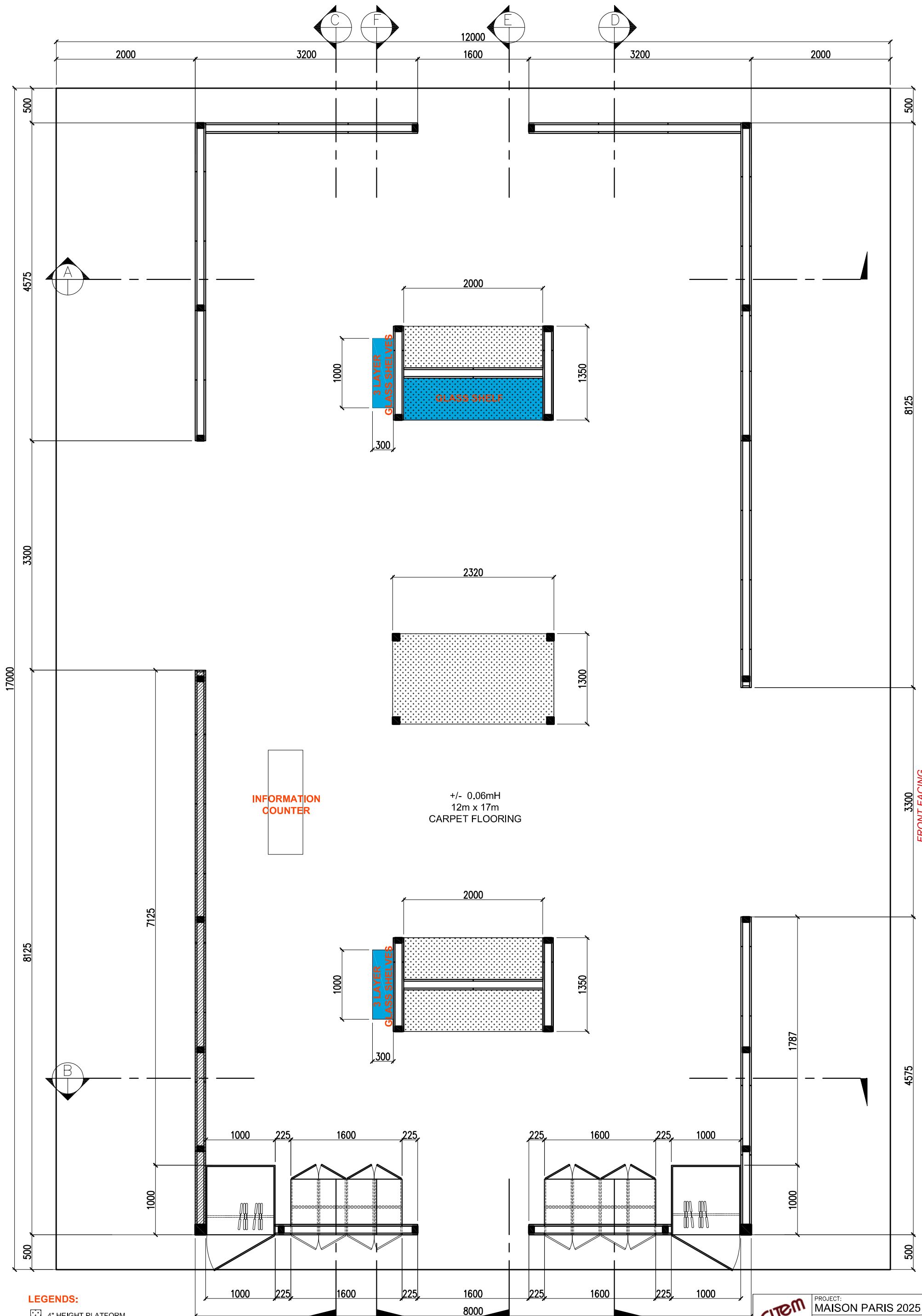


MAISON & OBJET PARIS 2025

PHILIPPINE PAVILION

TECHNICAL DRAWINGS

AS OF DEC. 10, 2024



INFORMATION
COUNTER

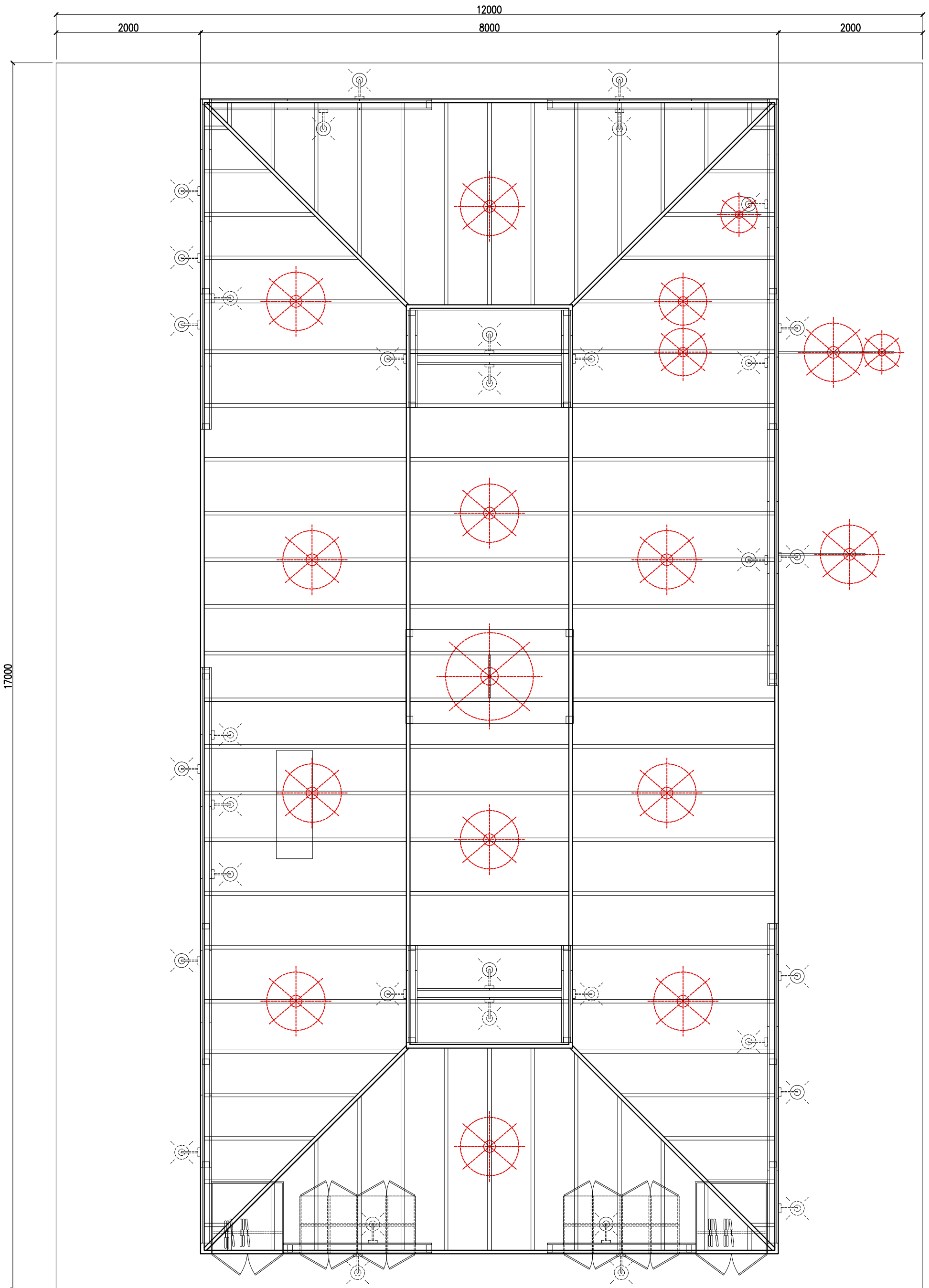
+/- 0.06mH
12m x 17m
CARPET FLOORING

FRONT FACING
THE RED CARPET

- LEGENDS:**
- 4" HEIGHT PLATFORM
 - 4" x 4" WOODEN POST (from the previous pavilion)
 - WOODEN WALL PANEL with wooden framing

1 FLOOR PLAN
SCALE 1:50

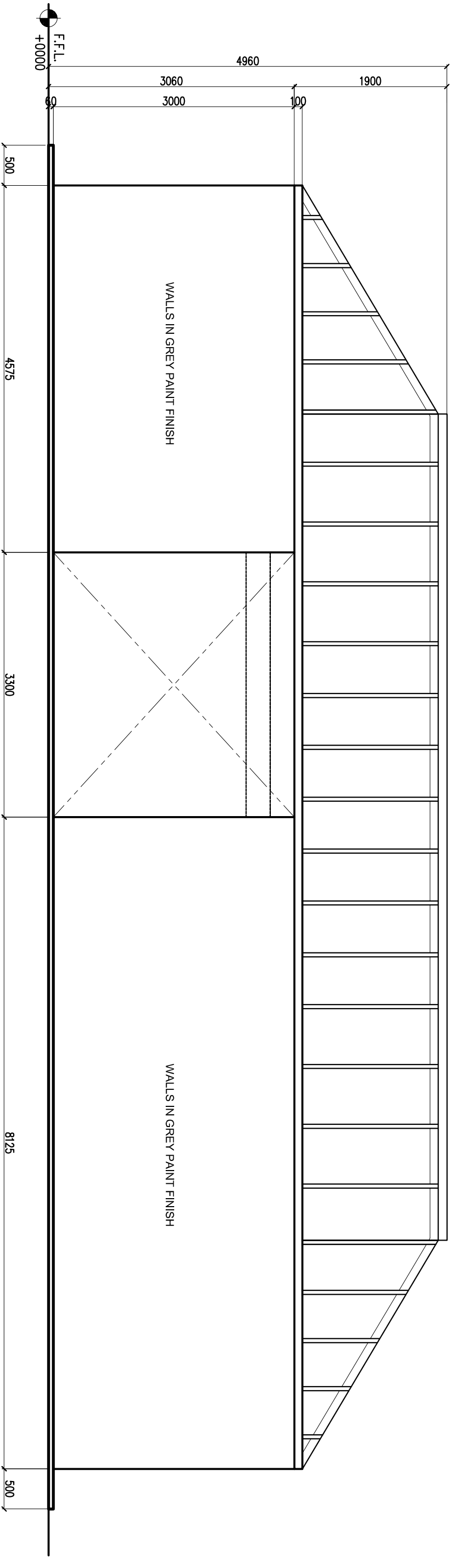
	PROJECT: MAISON PARIS 2025	
	TITLE: PHILIPPINE PAVILION	
DESIGNED BY: ARM	LOCATION: NORD VILLEPINTE EXHIBITION CENTER	
DATE: 12.10.2024	SHEET CONTENT: FLOOR PLAN	SHEET NO: 01




NOTE:
USE ROOF STRUCTURE FROM THE
LAST YEAR'S PAVILION.

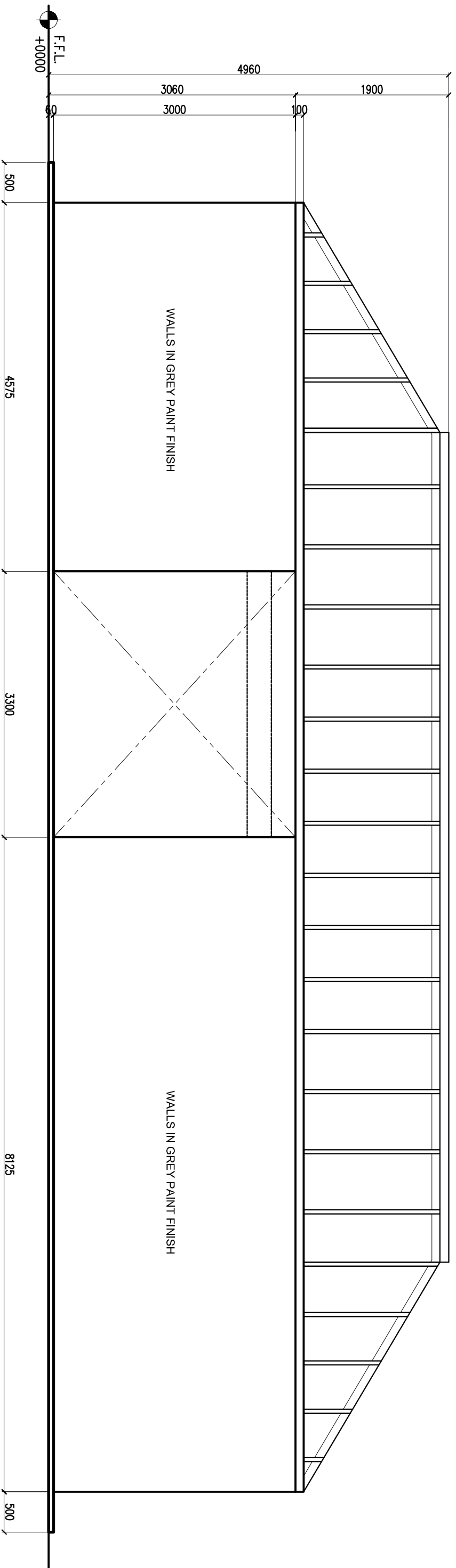
2 REFLECTED CEILING PLAN
SCALE 1:50

	PROJECT:	MAISON PARIS 2025
	TITLE:	PHILIPPINE PAVILION
DESIGNED BY:	ARM	LOCATION:
DATE:	12.10.2024	NORD VILLEPINTE EXHIBITION CENTER
	SHEET CONTENT:	REFLECTED CEILING
		SHEET NO:
		02




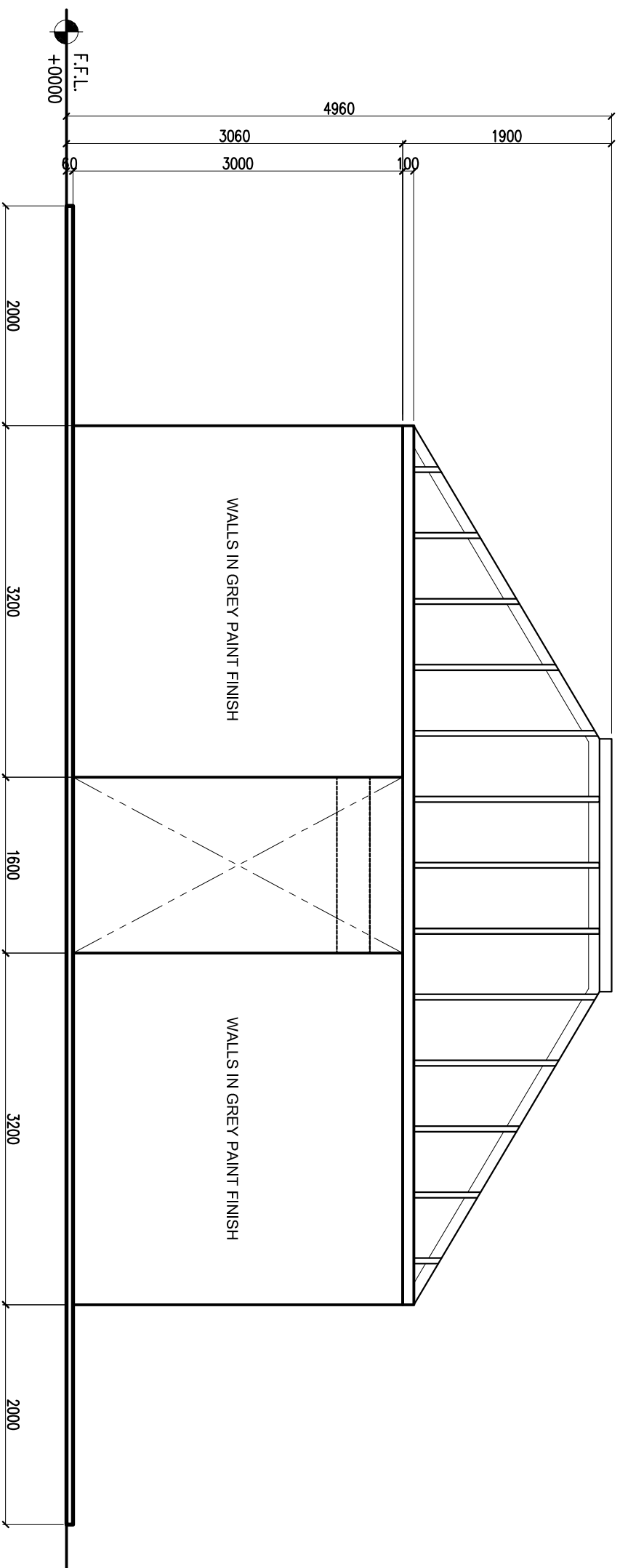
3 FRONT ELEVATION
SCALE 1:50

		PROJECT:	MAISON PARIS 2025
DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
DATE:	12.10.2024	LOCATION:	NORD VILLEPINS EXHIBITION CENTER
		SHEET CONTENT:	ELEVATIONS
		SHEET NO.:	03



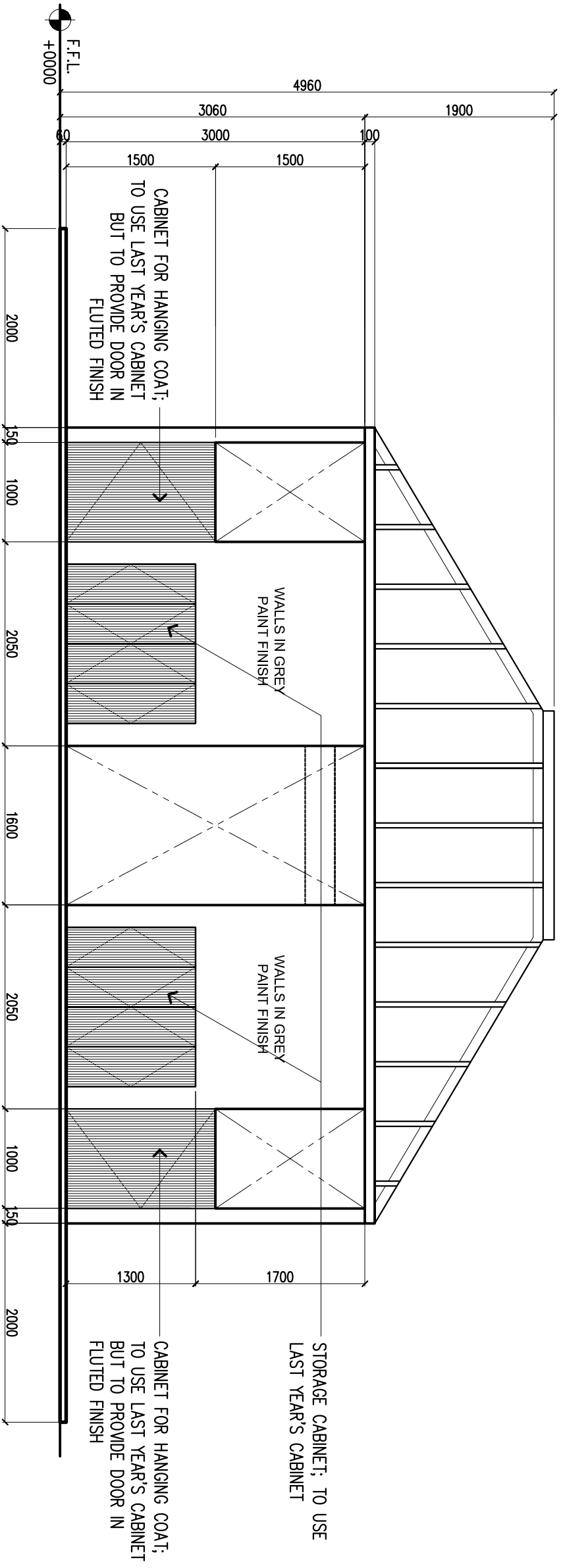
4 REAR-SIDE ELEVATION
SCALE 1:50

		PROJECT:	MAISON PARIS 2025
DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
DATE:	12.10.2024	LOCATION:	NORD VILLEPINE EXHIBITION CENTER
		SHEET CONTENT:	ELEVATIONS
		SHEET NO.:	04




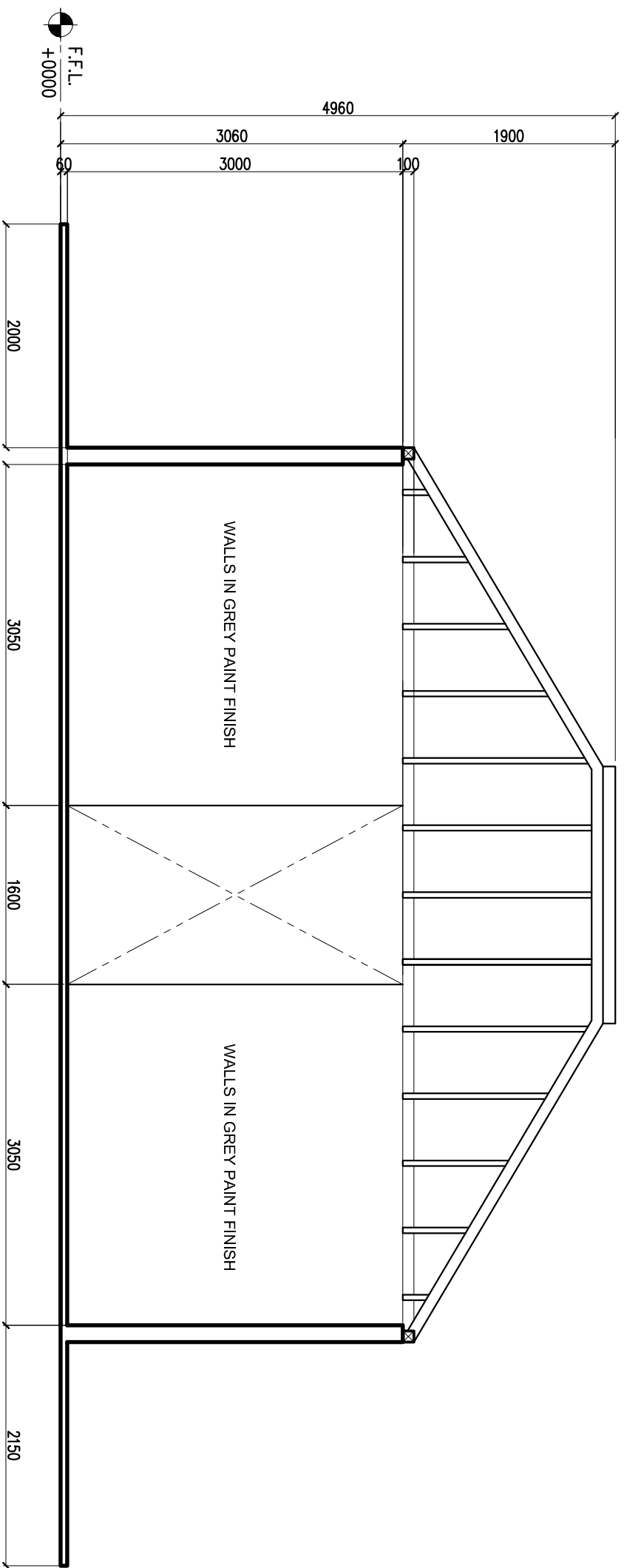
6 RIGHT-SIDE ELEVATION
SCALE 1:50

		PROJECT:	MAISON PARIS 2025
DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
DATE:	12.10.2024	LOCATION:	NORD VILLEPINE EXHIBITION CENTER
		SHEET CONTENT:	ELEVATIONS
		SHEET NO.:	05




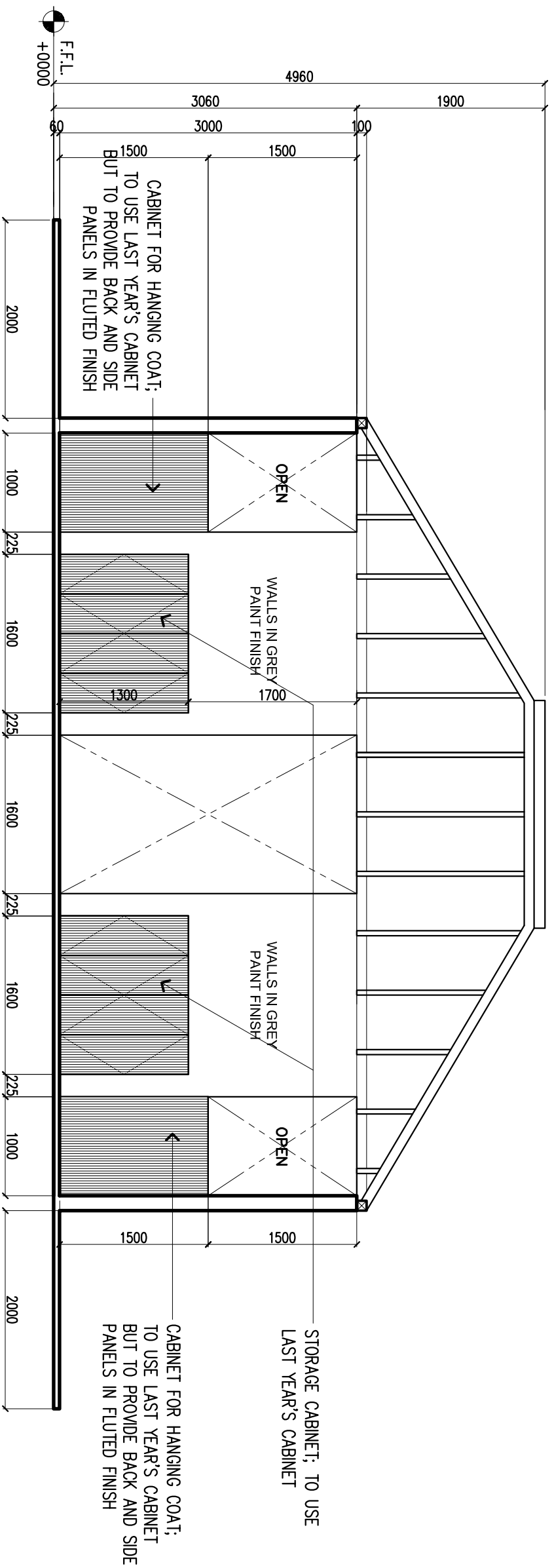
5 LEFT-SIDE ELEVATION
SCALE 1:50

		PROJECT:	MAISON PARIS 2025
DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
DATE:	12.10.2024	LOCATION:	NORD VILLEPINTÉ EXHIBITION CENTER
		SHEET CONTENT:	ELEVATIONS
		SHEET NO.:	06



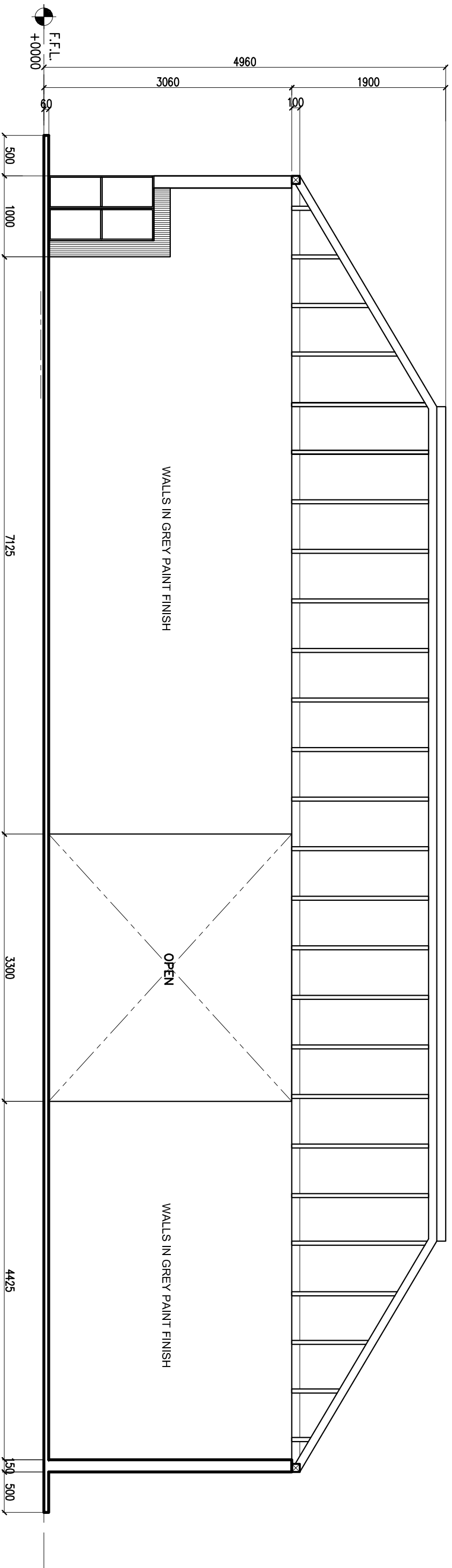
7 CROSS SECTION THRU - A
SCALE 1:50

		PROJECT:	MAISON PARIS 2025
DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
DATE:	12.10.2024	LOCATION:	NORD VILLEPINE EXHIBITION CENTER
		SHEET CONTENT:	SECTIONS
		SHEET NO.:	07




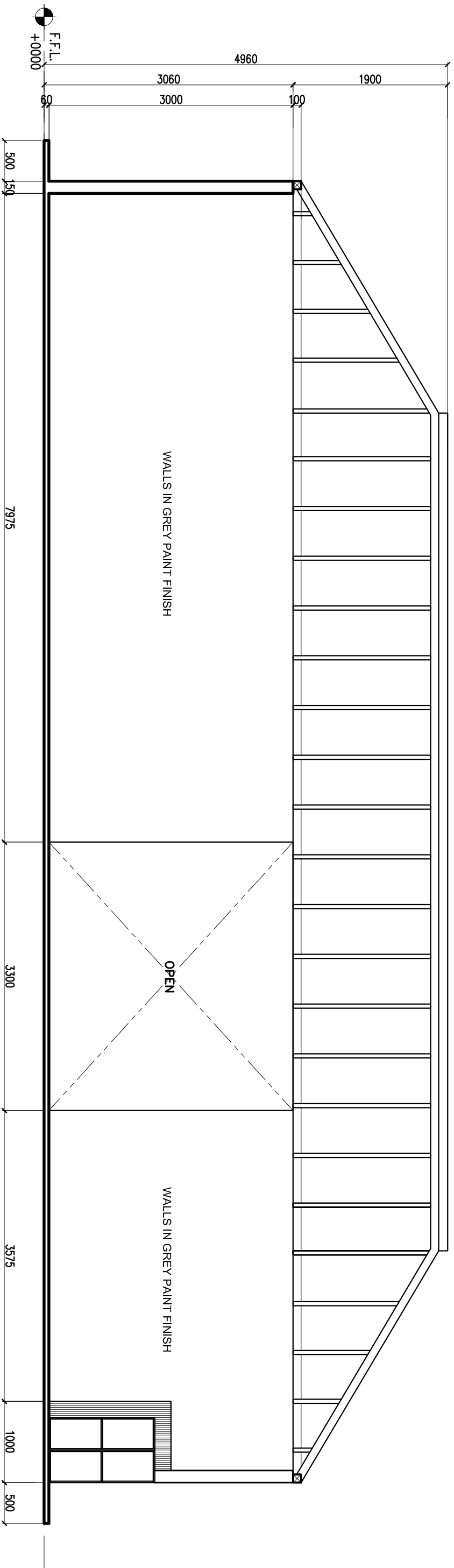
8 CROSS SECTION THRU - B
SCALE 1:50

		PROJECT:	MAISON PARIS 2025
DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
DATE:	12.10.2024	LOCATION:	NORD VILLEPINE EXHIBITION CENTER
		SHEET CONTENT:	SECTIONS
		SHEET NO.:	08




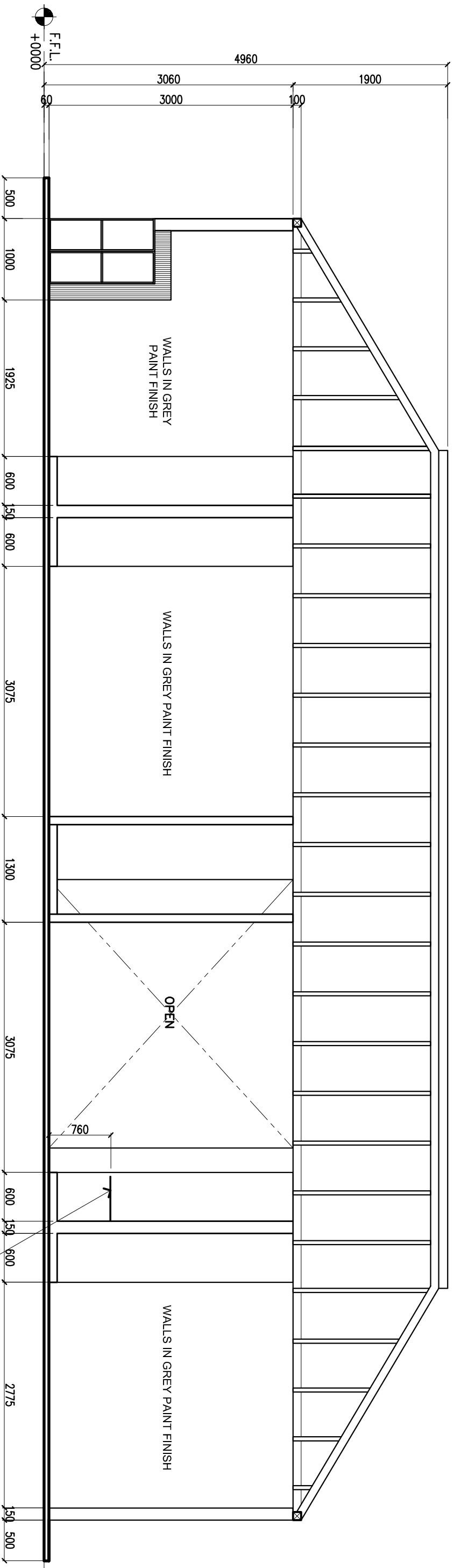
9 LONGITUDINAL SECTION THRU - C
SCALE 1:50

		PROJECT:	MAISON PARIS 2025
DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
DATE:	12.10.2024	LOCATION:	NORD VILLEPENTE EXHIBITION CENTER
		SHEET CONTENT:	SECTIONS
		SHEET NO.:	09




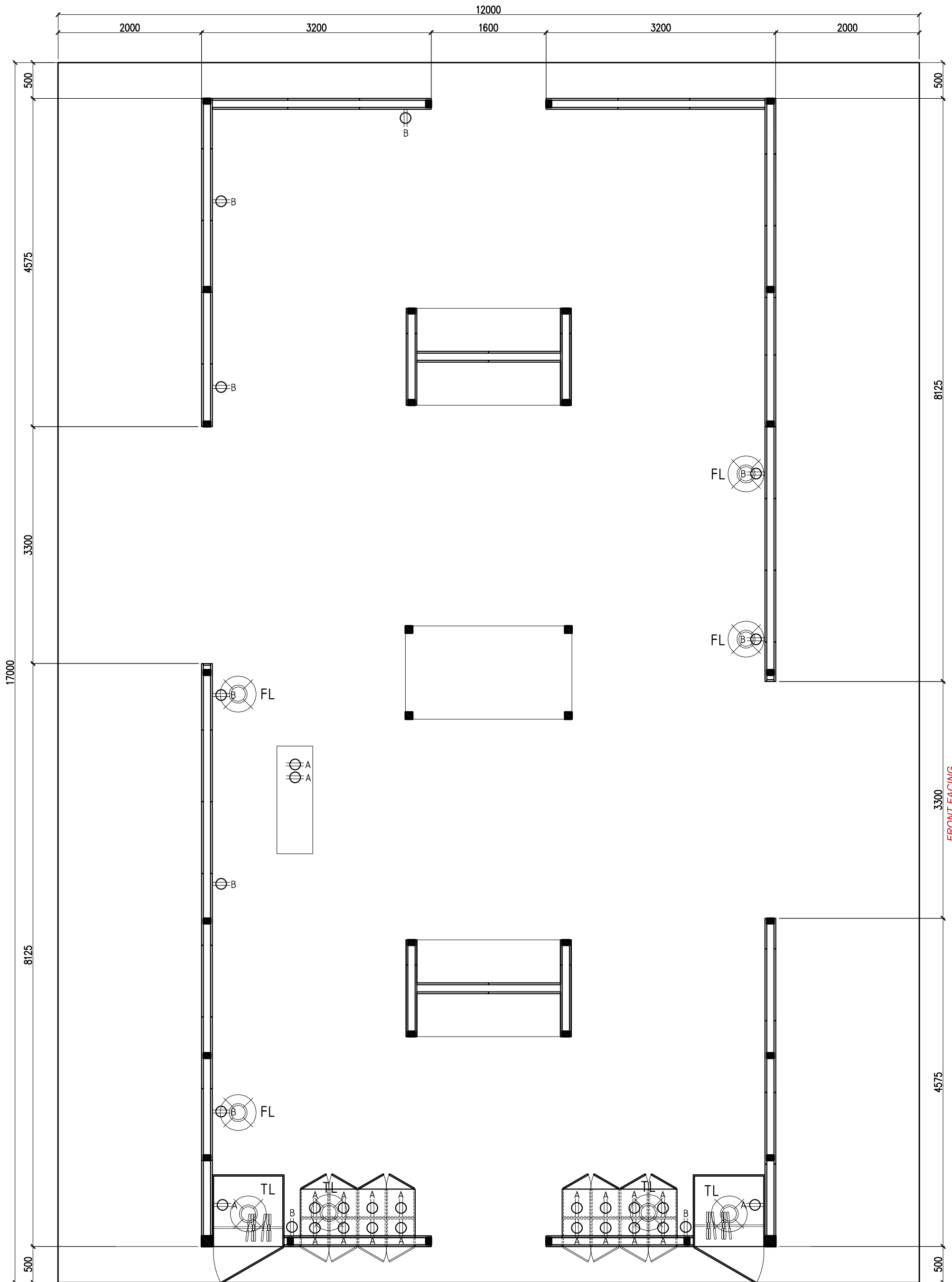
10 LONGITUDINAL SECTION THRU - D
SCALE 1:50

		PROJECT:	MAISON PARIS 2025
DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
DATE:	12.10.2024	LOCATION:	NORD VILLEPINTÉ EXHIBITION CENTER
		SHEET CONTENT:	SECTIONS
		SHEET NO.:	10



11 LONGITUDINAL SECTION THRU - E
SCALE 1:50

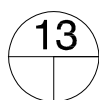
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DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
LOCATION:	NORD VILLEPINS EXHIBITION CENTER	DATE:	12.10.2024
SHEET CONTENT:	SECTIONS	SHEET NO.:	11



FRONT FACING
THE RED CARPET

LEGENDS:

- FL - FLOOR LAMP
- TL - TABLE LAMP
- ⊖A - 3-GANG/3-PRONG CONVENIENT OUTLET MOUNTED INSIDE THE CABINET (20 SETS)
- ⊖B - 3-GANG/3-PRONG CONVENIENT OUTLET MOUNTED ON WALLS, 30cm HT FROM FLOOR (8 SETS)

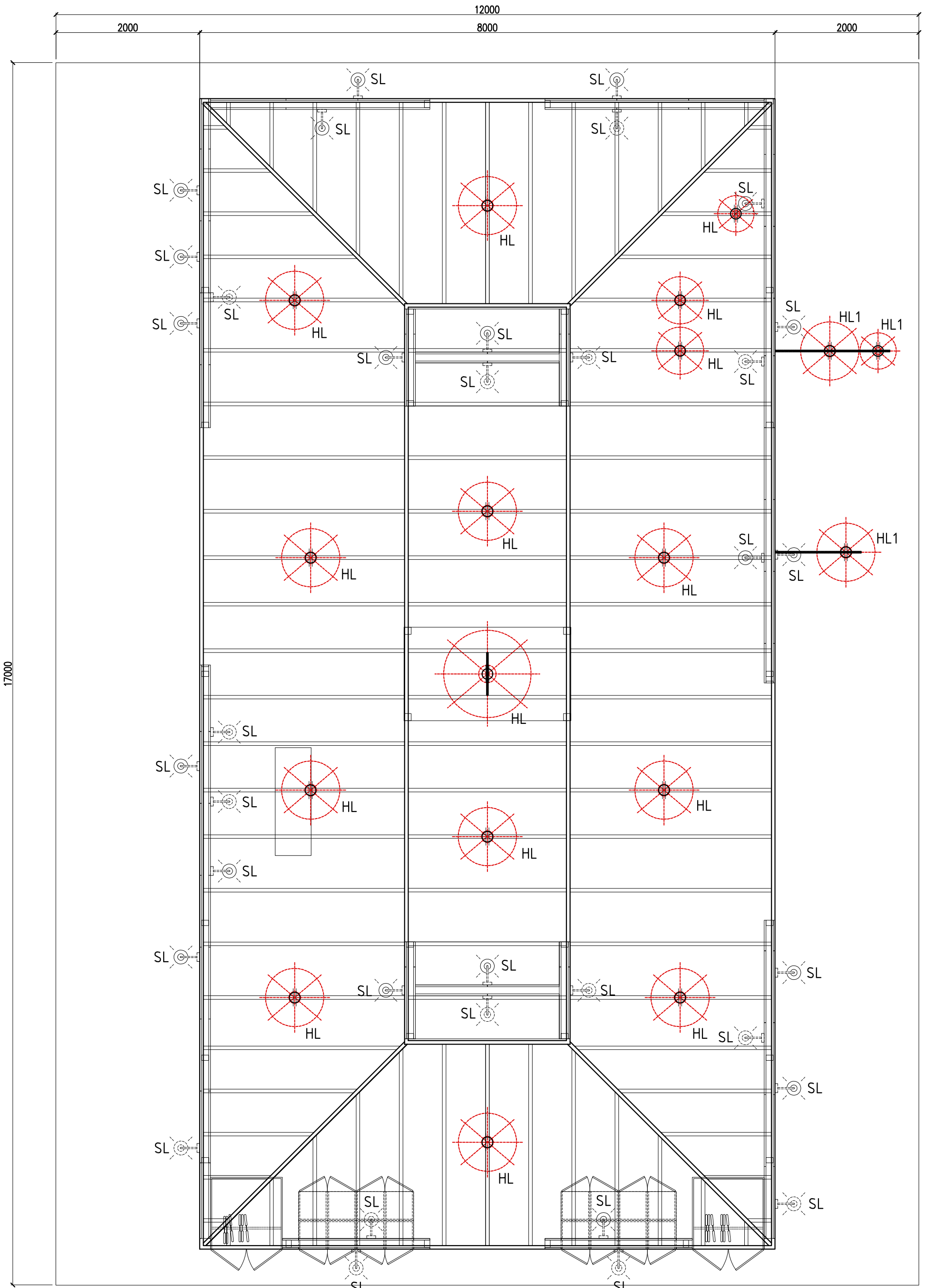


13 POWER LAYOUT PLAN

SCALE

1:50

	PROJECT: MAISON PARIS 2025	
	TITLE: PHILIPPINE PAVILION	
DESIGNED BY: ARM	LOCATION: NORD VILLEPINTE EXHIBITION CENTER	
DATE: 12.10.2024	SHEET CONTENT: POWER LAYOUT	SHEET NO: 13

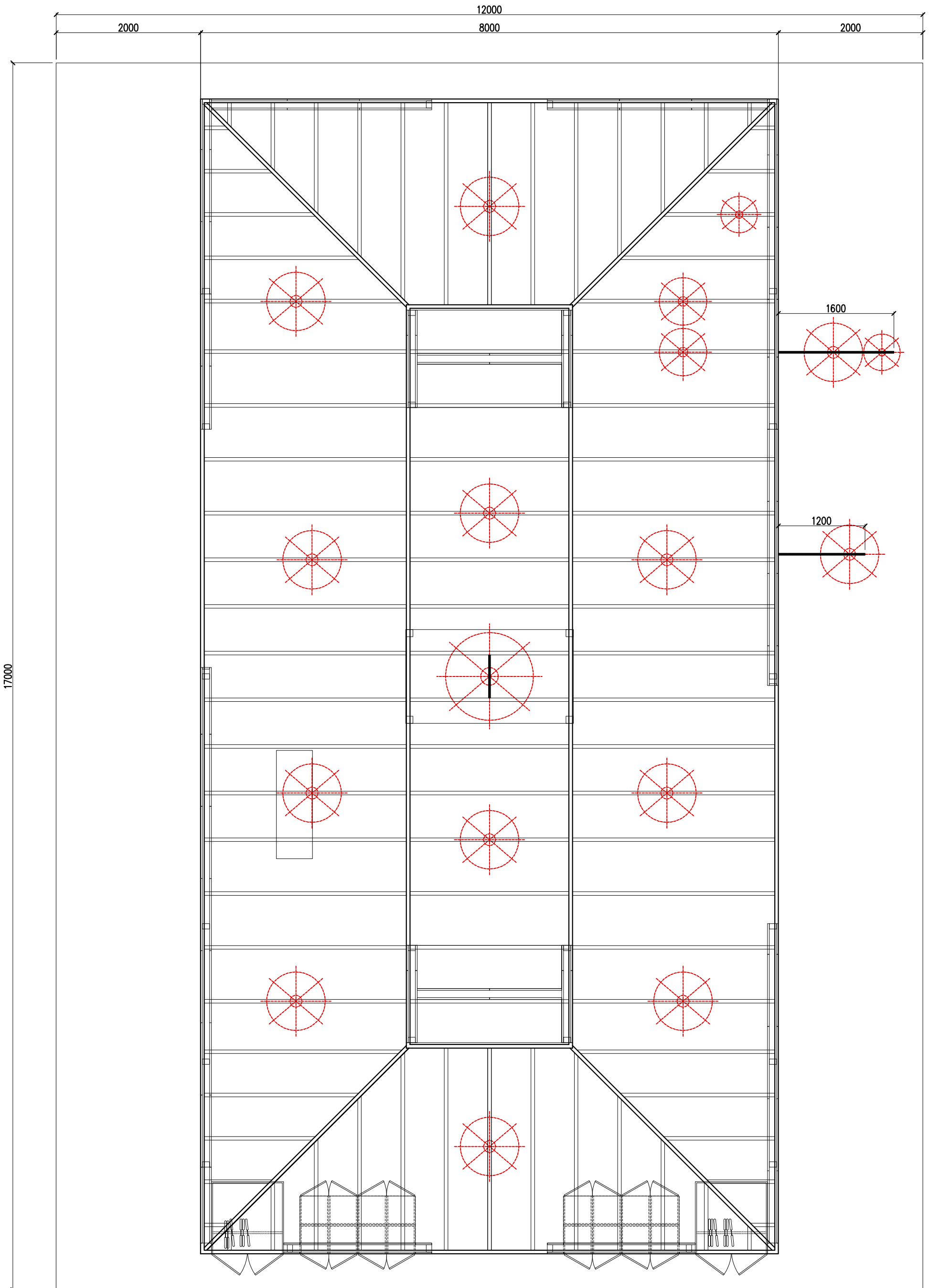


LEGENDS:



- SL - 30 WATTS LED SHORT ARM SPOTLIGHT PAR 56 WARM WHITE IN BLACK CASING (35 SETS)
- HL - HANGING LAMPS FROM EXHIBITORS WITH PROVISION OF 3-GANG/3-PRONG CONVENIENT OUTLET AT RAFTER/BEAM (CEILING) SAME COLOR AS WHERE IT WILL BE INSTALLED (15 SETS)
- HL1 - HANGING LAMPS FROM EXHIBITORS WITH PROVISION OF CANTILEVER BRACKET WITH 3-GANG/3-PRONG CONVENIENT (3 SETS)

14 LIGHTING LAYOUT PLAN
SCALE 1:50

	PROJECT: MAISON PARIS 2025	
	TITLE: PHILIPPINE PAVILION	
DESIGNED BY: ARM	LOCATION: NORD VILLEPINTE EXHIBITION CENTER	
DATE: 12.10.2024	SHEET CONTENT: LIGHTING LAYOUT	SHEET NO: 14



LEGENDS:


-  - BATTEN PAINTED BLACK MOUNTED ON RAFTER/BEAM
-  - CANTILEVERED BATTEN PAINTED BLACK MOUNTED ON RAFTER/BEAM

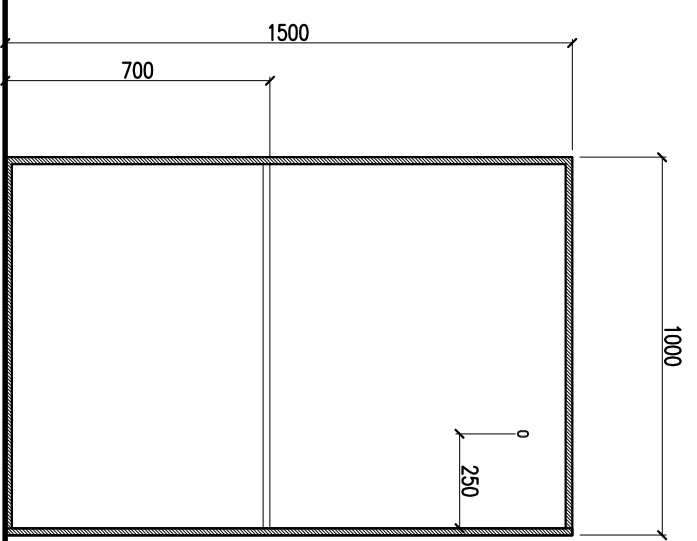
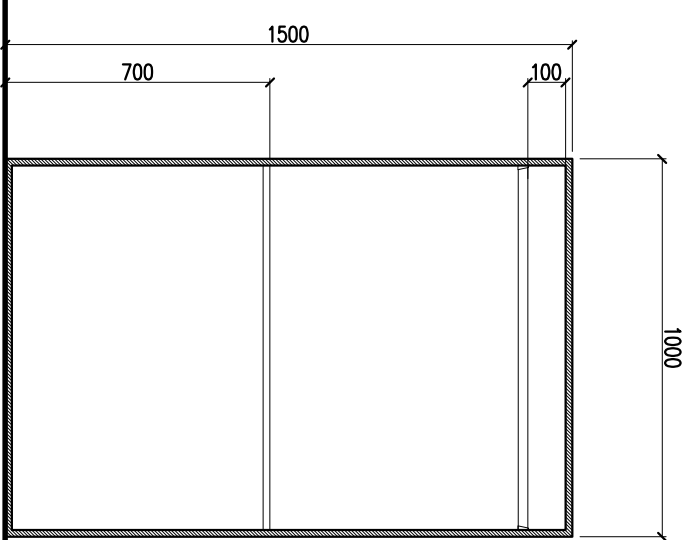
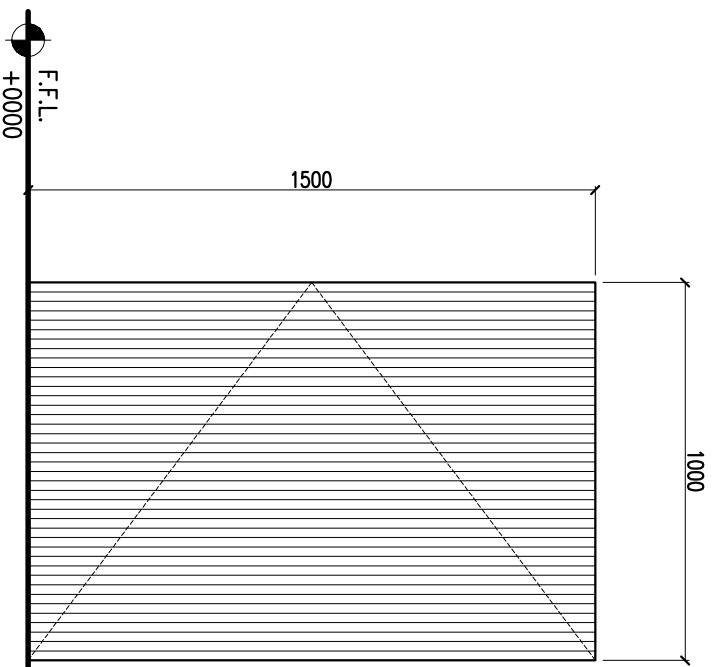
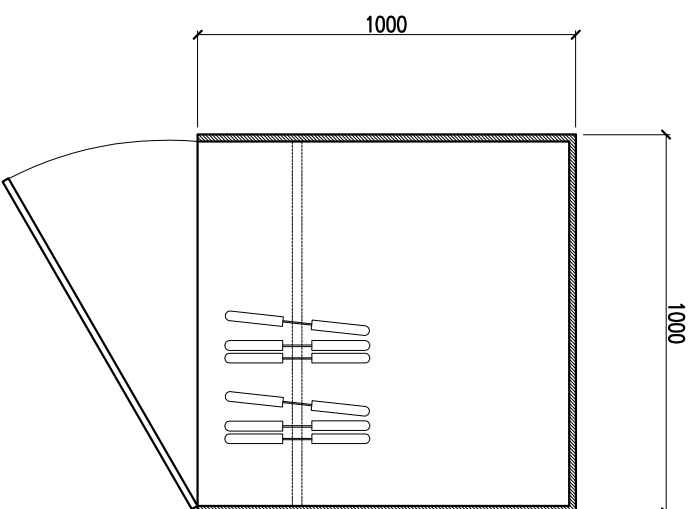
15

**HANGING LAMP
INSTALLATION LAYOUT**

SCALE

1:50

	PROJECT: MAISON PARIS 2025	
	TITLE: PHILIPPINE PAVILION	
DESIGNED BY: ARM	LOCATION: NORD VILLEPINTE EXHIBITION CENTER	
DATE: 12.10.2024	SHEET CONTENT: INSTALLATION LAYOUT	SHEET NO: 15

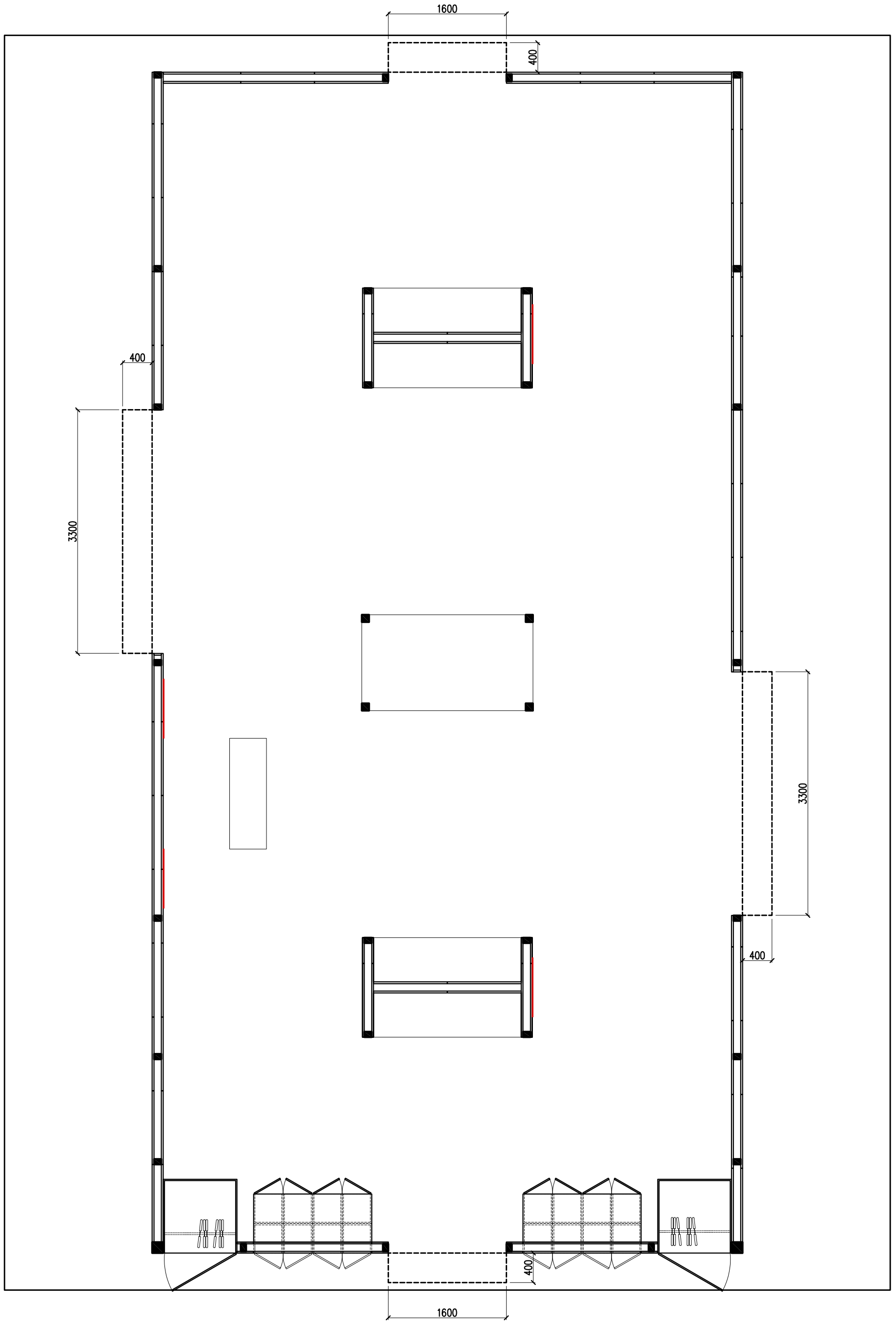


NOTE:

- TO USE THE LAST YEAR'S CABINET
- ALL SIDES INCLUDING DOORS IN FLUTED PANEL FINISH

**CABINET WITH HANGER
BLOW UP DETAILS**
1:50
SCALE

		PROJECT:	MAISON PARIS 2025
DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
DATE:	12.10.2024	LOCATION:	NORD VILLEPENTE EXHIBITION CENTER
		SHEET CONTENT:	CABINET DETAILS
		SHEET NO.:	16

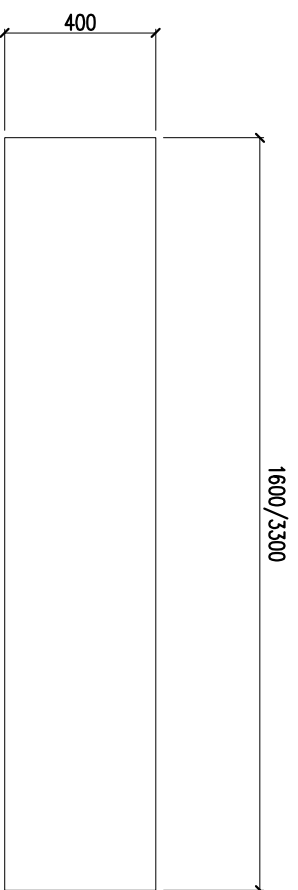


FRONT FACING
THE RED CARPET

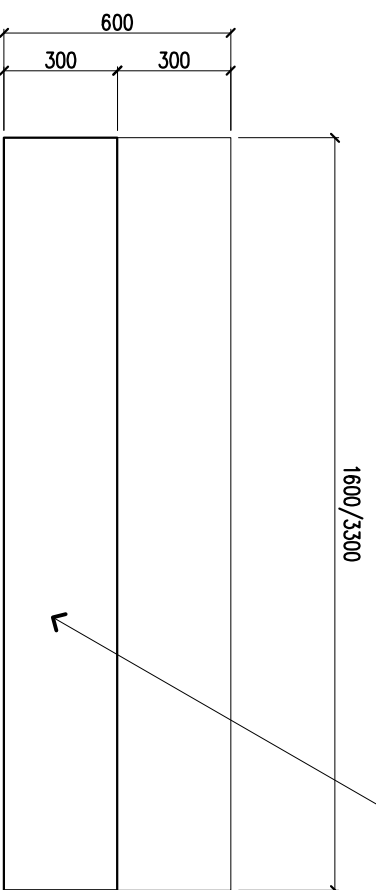
- LEGENDS:**
- - - - - AWNING SIGNAGE
 - - - - - BRASS SIGNAGE

17 SIGNAGE PLAN
SCALE 1:50

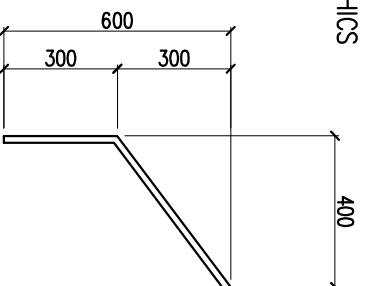
	PROJECT: MAISON PARIS 2025	
	TITLE: PHILIPPINE PAVILION	
DESIGNED BY: ARM	LOCATION: NORD VILLEPINTE EXHIBITION CENTER	
DATE: 12.10.2024	SHEET CONTENT: SIGNAGE PLAN	SHEET NO: 17



TOP VIEW

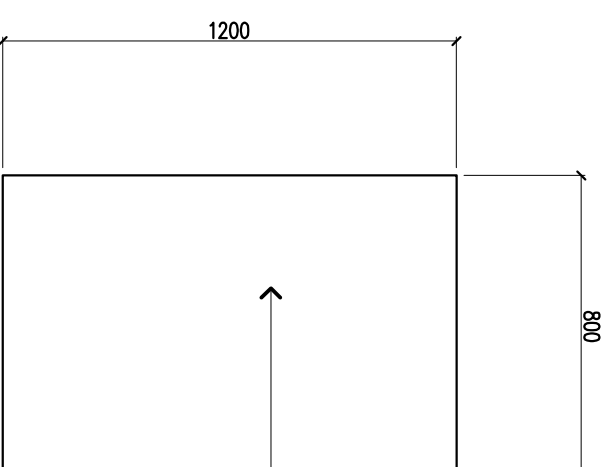


FRONT VIEW



SIDE VIEW

AWNING WITH APPROPRIATE HANGING ACCESSORIES, IN BLACK FINISH WITH WHITE STICKER CUT-OUT GRAPHICS



FAUX BRASS PLAQUE WITH BLACK COLOR TEXT AND LOGO GRAPHICS OR APPROVED EQUIVALENT; MOUNTING HEIGHT TO CONFIRM

4 SETS BRASS SIGNAGE WITH DIFFERENT TEXT PER SET

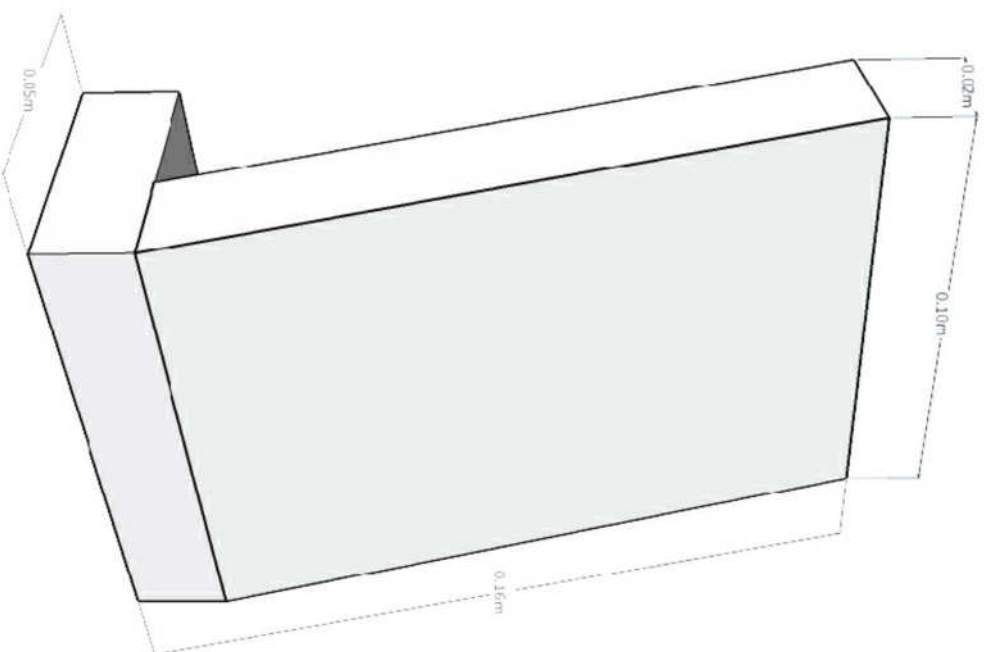


AWNING SIGNAGE

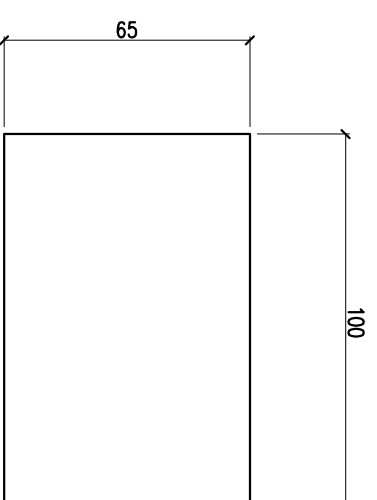
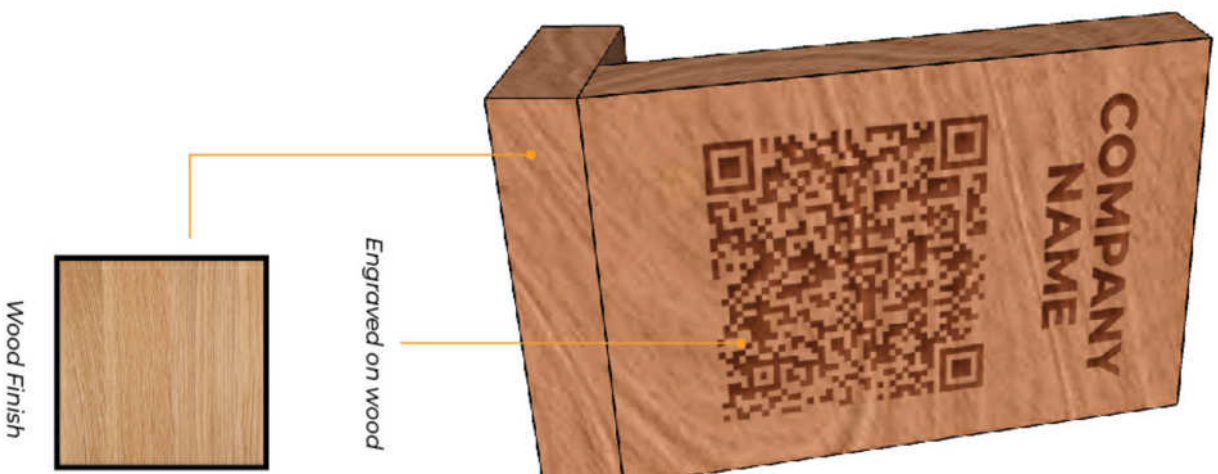
2 SETS - 1600mm WIDE
2 SETS - 3300mm WIDE

18 SIGNAGE DETAILS
SCALE 1:50

		PROJECT:	MAISON PARIS 2025
DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
DATE:	12.10.2024	LOCATION:	NORD VILLEPENTE EXHIBITION CENTER
		SHEET CONTENT:	SIGNAGE DETAILS
		SHEET NO.:	18

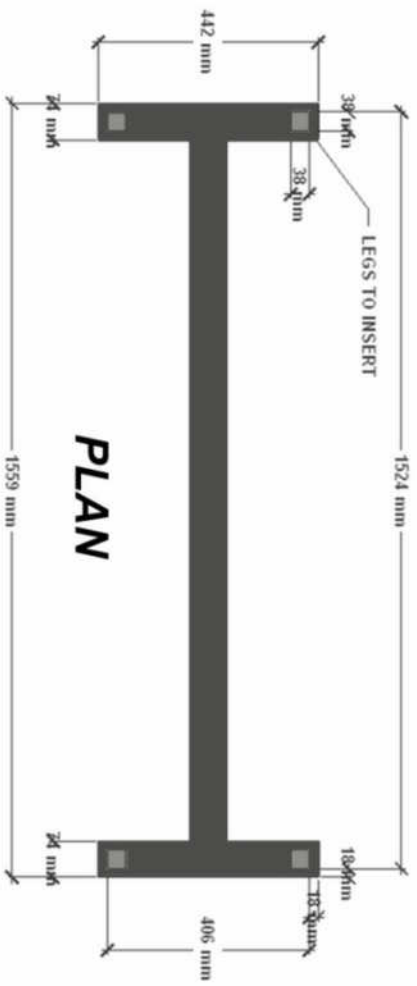


EXHIBITORS' STAND
18 SETS WITH WOOD ENGRAVING

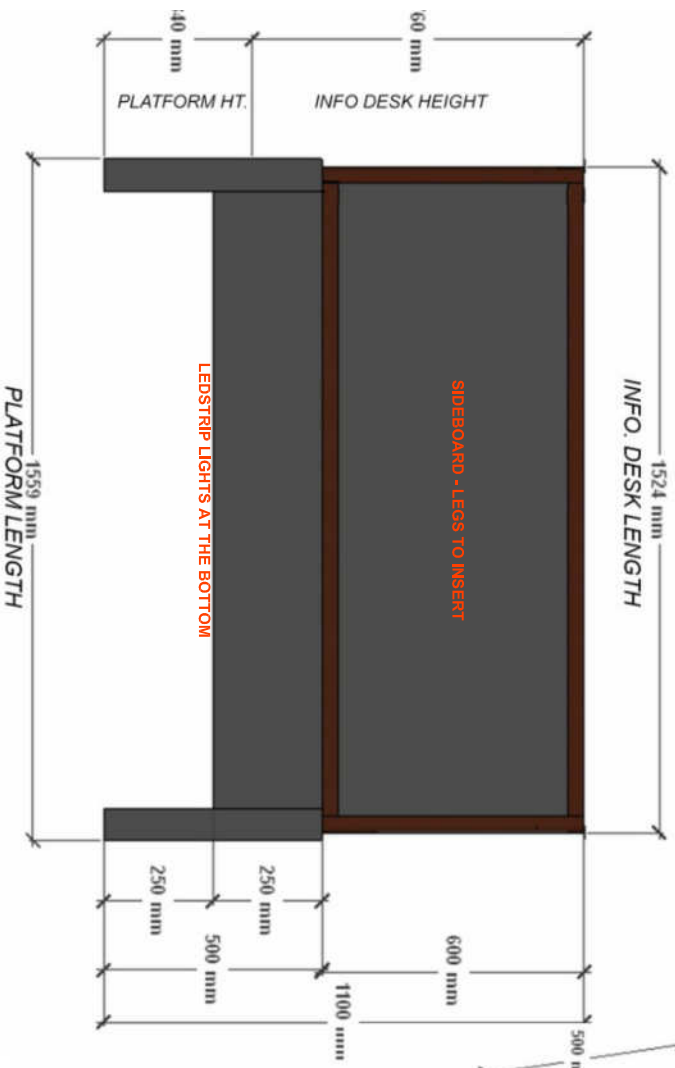


ARTWORK'S TAG
34 PCS

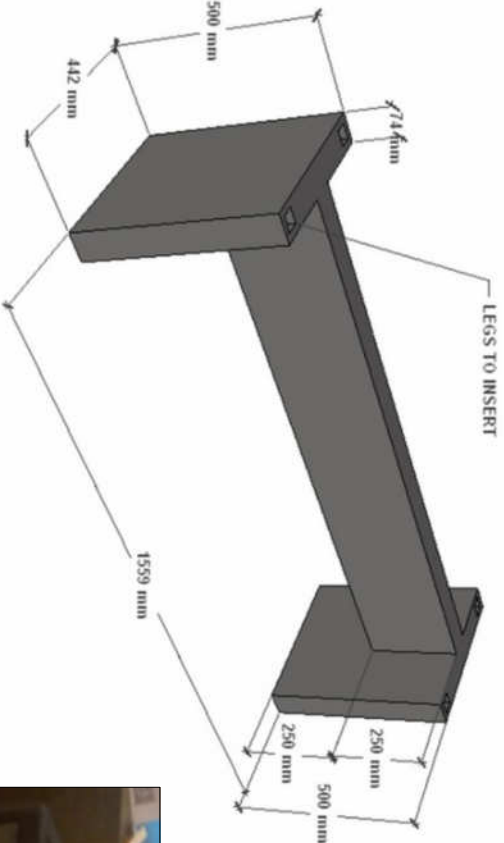
		PROJECT:	MAISON PARIS 2025
DESIGNED BY:	ARM	TITLE:	PHILIPPINE PAVILION
DATE:	12.10.2024	LOCATION:	NORD VILLEPINS EXHIBITION CENTER
		SHEET CONTENT:	STANDS & TAGS
		SHEET NO.:	19



PLAN



**(INFO. DESK/TABLE WITH PLATFORM)
FRONT ELEVATION**



**(PLATFORM)
ISOMETRIC VIEW**




SIDEBOARD SUPPLIED BY EXHIBITOR

		PROJECT:	MAISON PARIS 2025
DESIGNED BY:		TITLE:	PHILIPPINE PAVILION
ARM	LOCATION:	NORD VILLEPINS	EXHIBITION CENTER
DATE:	SHEET CONTENT:	INFO COUNTER	SHEET NO:
12.10.2024			20

MAISON PARIS 2025 CHECKLIST

ITEM NO.	PARTICULARS	DESCRIPTIONS	QTY	UNIT
1	STRUCTURE	New wall panels to be installed in saved previous pavilion structure	1	lot
2	FLOORING	12m x 17m x 6cmH Grey carpet flooring (see rendering)	1	lot
3	PLATFORM	Re-use 200cm x 60cm x 10cmH wooden platform painted white in wood frames	4	set/s
		Re-use 232cm x 130cm x 10cmH wooden platform painted white in wood frames	1	set/s
4	LOOSE PEDESTALS	30cm x 30cm x 75cmH wooden pedestal painted white in wood frames	2	pc/s
		30cm x 30cm x 85cmH wooden pedestal painted white in wood frames	1	pc/s
		70cm x 40cm x 40cmH wooden pedestal painted white in wood frames	1	pc/s
		30cm x 30cm x 55cmH wooden pedestal painted white in wood frames	1	pc/s
		40cm x 40cm x 20cmH wooden pedestal painted white in wood frames	1	pc/s
		40cm x 40cm x 75cmH wooden pedestal painted white in wood frames	2	pc/s
5	INFORMATION COUNTER	Provision of stand for information counter cabinet with LED strip lighting (see details)	1	lot
6	CABINET	Re-use 80cm x 80cm x 120cmH storage cabinet	8	set/s
		100cm x 100cm x 150cmH cabinet with hanger and shelf; to use the last year's cabinet	2	set/s
7	CANTILEVERED SHELVES	200cm x 55cm x 10mmTHK acrylic glass shelves (refer to sections)	1	pc/s
		100cm x 30cm x 10mmTHK acrylic glass shelves (refer to sections)	6	pc/s
8	BRASS SIGNAGE	80cm x 120cmH faux brass signage mounted on walls (see details)	4	pc/s
9	AWNING SIGNAGE	160cm WIDE black awning signage with white sticker cut-out graphics	2	set/s
		330cm WIDE black awning signage with white sticker cut-out graphics	2	set/s
10	EXHIBITOR'S STAND	10cm x 2cm x 16cmH wooden stand with engraving (see details)	18	set/s
11	ARTWORK'S TAG	10cm x 6cm sintra/foam board (details to send separately)	34	pc/s
12	ELECTRICAL REQUIREMENTS	Electrical requirement for the pavilion including consumption (Ingress, event proper, egress)	1	lot
		3-prong convenient outlet with electrical consumption; 48 sets (refer to design and technical drawings)	1	lot
13	LIGHTING REQUIREMENTS	Re-use all LED lamps saved from previous pavilion	1	lot
14	ASSISTANCE IN UNPACKING OF PRODUCTS	Assistance in unpacking delivered products of all exhibitors	1	lot
15	INSTALLATION OF HANGING PRODUCTS	Installation and dismantling of all hanging products including artworks, hanging lamps and wall panels	1	lot
16	MOVING OF PRODUCT DISPLAY	Moving of product display to its preferred space or platforms	1	lot
17	BRACKETS AND BATTENS	2 pos cantilevered bracket; 1 pc loose batten painted black (see installation of hanging items)	1	lot
18	TENSION WIRES AND ACCESSORIES	100m tension wires with 100sets of U-hook and other appropriate accessories for installation hanging lamps	1	lot
19	COFFEE STATION	Provision of Nespresso coffee machine with milk frother including 400pcs Nespresso coffee capsules	1	lot
		Provision of creamer, sugar with condiments organiser, paper cups, plastic stirers and napkins for 600 cups	1	lot
20	BOTTLED WATER	Provision of bottled water; 20 cases (24 bottles each) 500ml.	1	lot
SEE TECHNICAL DRAWINGS FOR ACTUAL DETAILS				
INCLUDE ELECTRICAL CONSUMPTION IN THE QUOTATION				
INCLUDE ALL APPROPRIATE TAXES IN THE QUOTATION				

		PROJECT:	MAISON PARIS 2025
		TITLE:	PHILIPPINE PAVILION
DESIGNED BY:	ARM	LOCATION:	NORD VILLEPINTE EXHIBITION CENTER
DATE:	12.10.2024	SHEET CONTENT:	CHECKLISTS
			SHEET NO:
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