

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-2025-0015-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 PARTNER
ARTISAN SHOWCASE OF PHILIPPINE
PARTICIPATION AND MANILA FAME PROMOTION
IN AMBIENTE 2025**

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

APPROVED BUDGET FOR THE CONTRACT: PHP3,300,000.00 OR EUR52,380.95

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: **17 December 2024**

RFQ No.: **2025-0015-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.

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

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

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">BOOTH CONSTRUCTION, INSTALLATION, DISMANTLING AND HAULING FOR THE PARTNER ARTISAN SHOWCASE OF PHILIPPINE PARTICIPATION AND MANILA FAME PROMOTION IN AMBIENTE 2025</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP3,300,000.00 OR EUR52,380.95</u></p> <p>Show Dates: <u>07-11 February 2025</u></p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. Installation, Dismantling and Hauling 2. Partner Artisans Pavilion – 105.0sqm (Hall 10.4 Stands A49) 3. Manila FAME Promotions – 21.0sqm (Hall 10.1, FY01) 4. Electrical installation and consumption 5. Miscellaneous <p>Payment terms: Milestone 1 – Fabrication status of the pavilion (30%) Milestone 2 – Ingress proper (40%) Milestone 3 – Egress proper (30%)</p> <p style="text-align: center;"><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

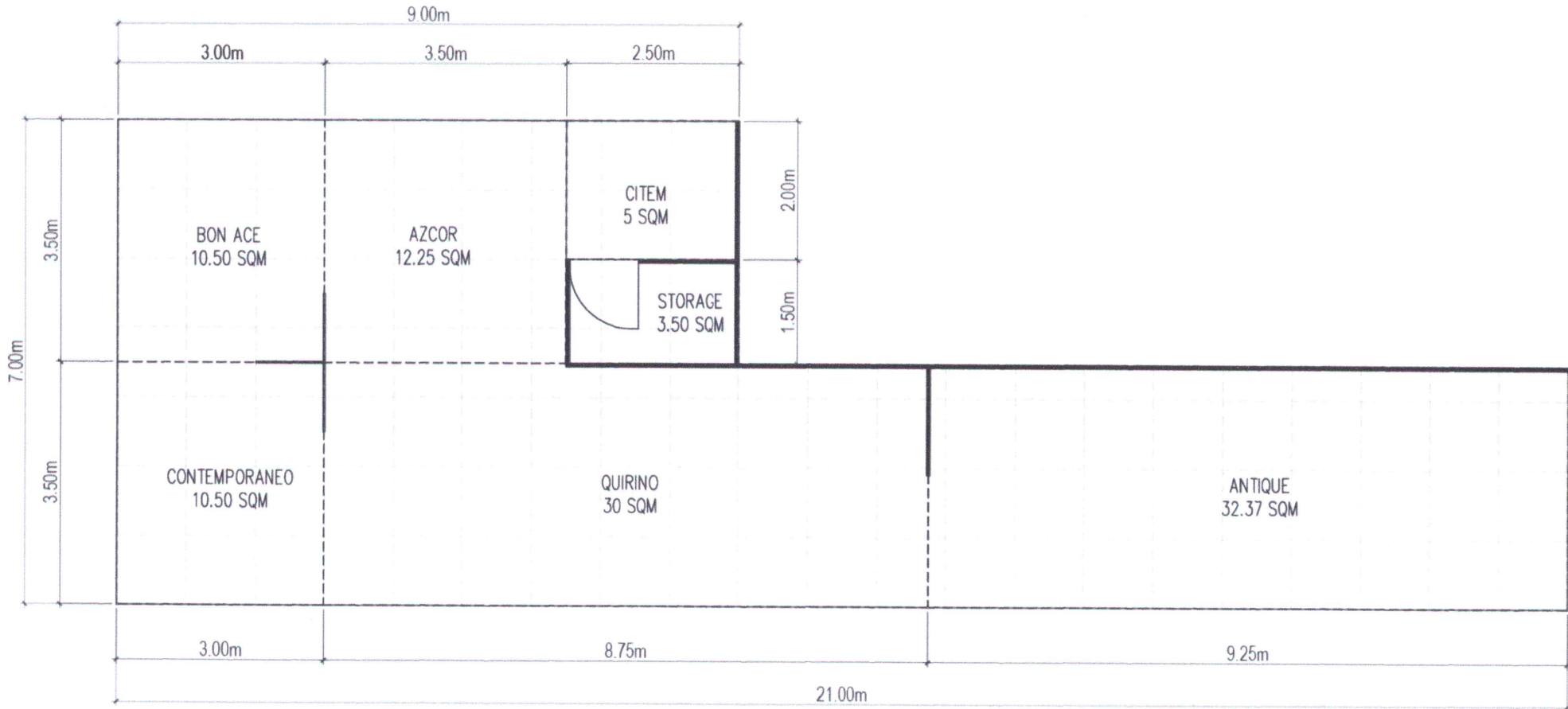
Designation: _____







Telephone No(s): _____

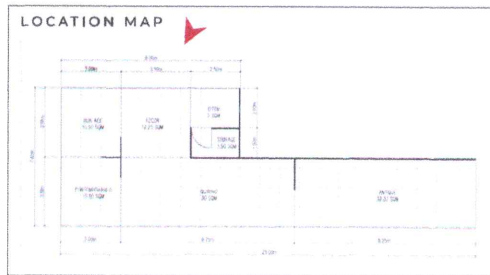
Email: _____

ambiente

AREA 2 | HALL 10.4 A49,B47
DESIGN PHILIPPINES - PARTNER PROVINCE



 EXHIBITION DESIGN DIVISION	PROJECT DESIGN PHILIPPINES	SHEET CONTENT DESIGN APPROVAL - option		DESIGNED BY:  KATHERINE MAY G. APODACA STIDS - EDD	RECOMMENDING APPROVAL:  JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD	APPROVED BY / COMMENTS:  LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM
	TITLE PHILIPPINE PARTICIPATION AT AMBIENTE 2025	SHEET NO. 2	REVISION NO. 04	RECOMMENDING APPROVAL:  NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD	RECOMMENDING APPROVAL:  MARIO E. EVIÓ DEPARTMENT MANAGER, SBD	
DATE / TIME 05 DECEMBER 2024	LOCATION FRANKFURT, GERMANY					



BUILT-UP CUT-OUT SIGNAGE WITH BACKLIT

WOODEN LAMINATED OVERHEAD

GRID FOR HANGING ITEMS

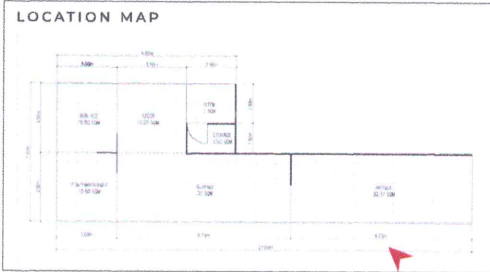


WRITE-UP

CITEM AREA

BEIGE NEEDLE PUNCH CARPET

<p>EXHIBITION DESIGN DIVISION</p>	PROJECT	DESIGN PHILIPPINES		SHEET CONTENT		DESIGNED BY:		RECOMMENDING APPROVAL:		APPROVED BY / COMMENTS:	
	DATE / TIME	TITLE	PHILIPPINE PARTICIPATION AT AMBIENTE 2025		DESIGN APPROVAL - option		 KATHERINE MAY G. APODACA STIDS - EDD		 JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD		
05 DECEMBER 2024	LOCATION	FRANKFURT, GERMANY		SHEET NO.	3	REVISION NO.	04	RECOMMENDING APPROVAL:		 LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM	
								 NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD			 MARIO F. EVIO DEPARTMENT MANAGER, SBD



WOODEN LAMINATED
OVERHEAD

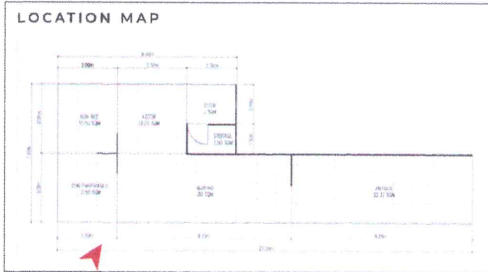
BUILT-UP CUT-OUT SIGNAGE
WITH BACKLIT








DISPLAY AREA

BEIGE NEEDLE
PUNCH
CARPET

<p>EXHIBITION DESIGN DIVISION</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>TITLE</p> <p>PHILIPPINE PARTICIPATION AT AMBIENTE 2025</p>	<p>SHEET NO.</p> <p>4</p>	<p>REVISION NO.</p> <p>04</p>	<p>RECOMMENDING APPROVAL:</p> <p></p> <p>NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD</p>	<p>RECOMMENDING APPROVAL:</p> <p></p> <p>MARLO F. EVIO DEPARTMENT MANAGER, SBD</p>	
<p>DATE / TIME</p> <p>05 DECEMBER 2024</p>	<p>LOCATION</p> <p>FRANKFURT, GERMANY</p>					

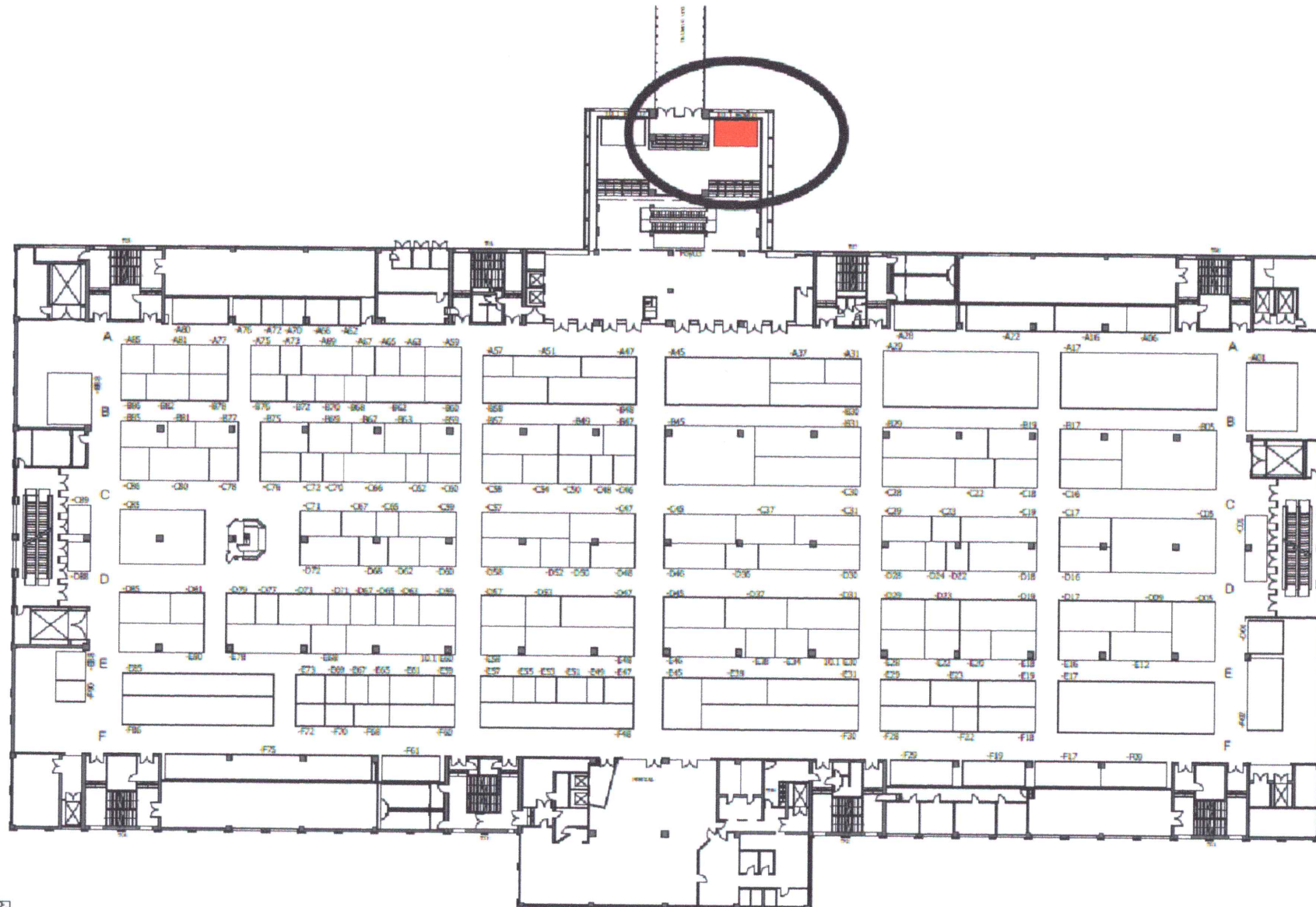


DISPLAY AREA

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

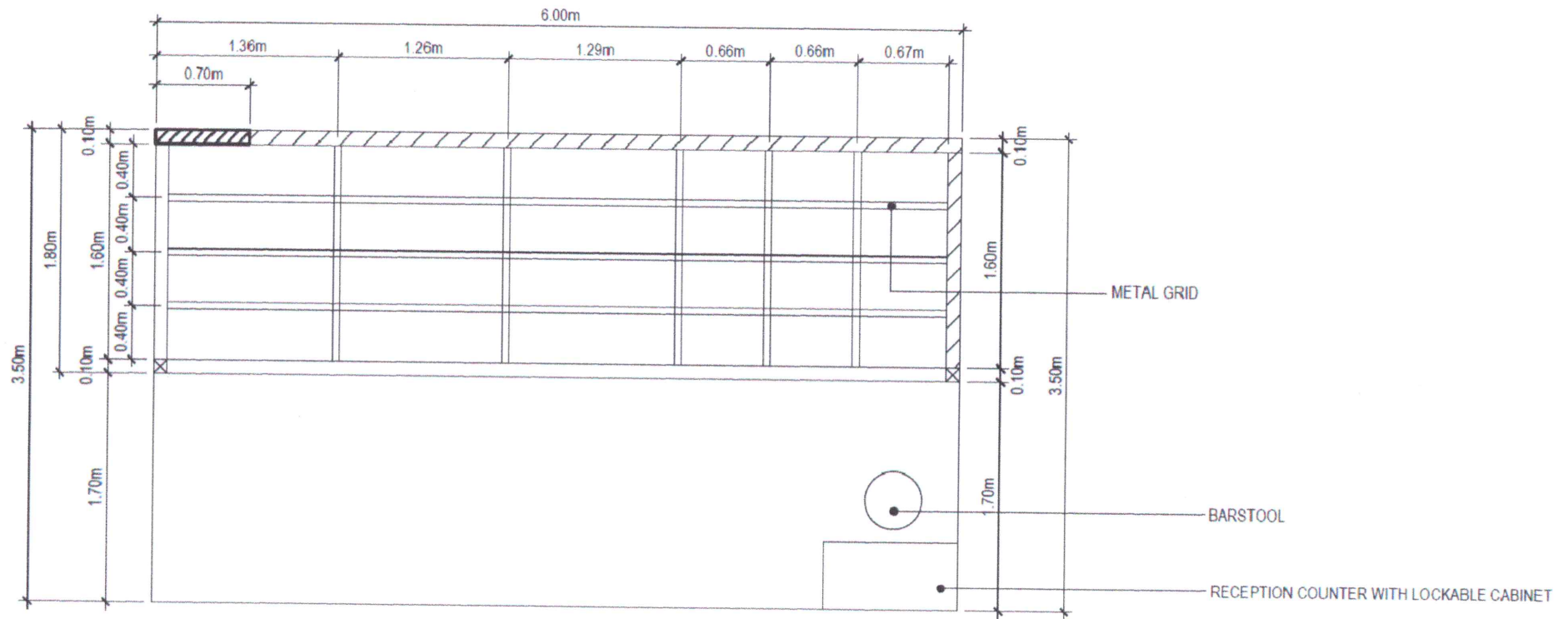
ambiente

AREA 3 | HALL 10.1
DESIGN PHILIPPINES - FOYER









ambiente

FOYER





 <p>EXHIBITION DESIGN DIVISON</p>	<p>PROJECT</p> <p>DESIGN PHILIPPINES</p>	<p>SHEET CONTENT</p> <p>DESIGN APPROVAL - option</p>		<p>DESIGNED BY:</p> <p> KATHERINE MAY G. APODACA STDS - EDD</p>	<p>RECOMMENDING APPROVAL:</p> <p> JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD</p>	<p>APPROVED BY / COMMENTS:</p> <p> LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM</p>
	<p>TITLE</p> <p>PHILIPPINE PARTICIPATION AT AMBIENTE 2025</p>	<p>SHEET NO.</p> <p>9</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> MARJO F. EVIO DEPARTMENT MANAGER, SBD</p>	
<p>DATE / TIME</p> <p>05 DECEMBER 2024</p>	<p>LOCATION</p> <p>FRANKFURT, GERMANY</p>					



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
PURCHASE REQUEST**

CITEM.GSD.FR.020
REV1



Date Received: 17 December 2024

PR No.: 2025-0018-EPA

PROJECT / ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT COST	ESTIMATED TOTAL COST
<p>Date Needed/Delivery Date: <u>27 December 2024</u></p> <p>Booth construction, installation, dismantling and hauling for the Partner Artisan Showcase of Philippine participation and Manila FAME promotions in Ambiente 2025 . Show dates: 07-11 February 2025 Please see attached working drawings and checklist for more details.</p> <p>Inclusions: 1. Installation, dismantling and hauling 2. Partner Artisans Pavilion, 105.0sqm (Hall 10.4 Stands A49 font-style: normal;font-weight:normal"> 3. Manila FAME Promotions, 21.0sqm (Hall 10.1, FY01) 4. Electrical installation and consumption 5. Miscellaneous</p> <p>Payment terms Milestone 1 - Fabrication status of the pavilion (30%) Milestone 2 - Ingress proper (40%) Milestone 3 - Egress proper (30%)</p> <p>The bidder will be subjected to post-qualitative evaluation.</p> <p align="center"><i>(End-users may add rows or pages, if necessary)</i></p>				<p>PHP3,300,000.00/ EUR52,380.95</p> <p>EUR1 = PHP63</p>
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):				PHP 3,300,000.00/ EUR52,380.95

Purpose: Philippine participation in Ambiente 2025

Budget Source: Ambiente 2025

Attachments: APP, Budget Breakdown

One Lot (Several items awarded as ONE contract) Per Line/Lot (Several items awarded as SEPARATE contract) Request for Pre-bid Conference

<p>Requested By:</p> <p align="center"> MARJOE F. EVIO DM, Service Business Dept.</p> <p>Date: <u>11/28/24</u></p> <p>Division: <u>SBD-CGD</u> Focal Person: <u>Karla Grace Dinglasan</u></p>	<p>Approved By:</p> <p align="center"> LEAH PULIDO OCAMPO Executive Director</p> <p>Date: _____</p>
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Reminder: Do **NOT** alter the format

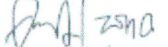
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Annual Procurement Plan FY 2025

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
AMBIENTE 2025													
	1. BOOTH CONSTRUCTION - HALL 10.4 STAND C51 (EXPORTERS/ COLLECTIVE SHOWCASE PAVILION)									4,020,000.00	4,020,000.00	0.00	
	1.1 Stand Construction & Electrical Installation (170 sqm)	SBD - CGD	NO	Overseas Procurement					GoP	4,000,000.00	4,000,000.00	0.00	
	1.2 Additional Props & Display Materials	SBD - CGD	NO	Overseas Procurement					GoP	20,000.00	20,000.00	0.00	
	2. BOOTH CONSTRUCTION - HALL 10.4 STAND B42; HALL 10.1 FY01 (PARTNER ARTISANS & FOYER PAVILION)									3,520,000.00	3,520,000.00	0.00	
	2.1 Stand Construction & Electrical Installation (126 sqm)	SBD - CGD	NO	Overseas Procurement					GoP	3,500,000.00	3,500,000.00	0.00	
	2.2 Additional Props & Display Materials	SBD - CGD	NO	Overseas Procurement					GoP	20,000.00	20,000.00	0.00	
	3. MARKETING & PROMOTIONS									80,000.00	80,000.00	0.00	
	3.1 Promotional post-cards/ brochure	SBD - CGD		Small Value Procurement						50,000.00	50,000.00	0.00	
	3.1 Press kits	SBD - CGD	NO	Small Value Procurement					GoP	30,000.00	30,000.00	0.00	
	4. TRAVEL									678,667.96	678,667.96	0.00	
	4.1 International												
	a. Plane fare (2 pax)	SBD - CGD	NO	Direct Retail Purchase						200,000.00	200,000.00		
	a. Hotel Accommodation (DSA rate US\$326 x 53% x 11 nights x 2 pax)	SBD - CGD	NO	Not Applicable					GoP	224,268.44	224,268.44	0.00	
	b. Per Diem (DSA Rate US\$ 326 x 47% x 12 days x 2 pax)	SBD - CGD	NO	Not Applicable					GoP	216,959.52	216,959.52	0.00	
	c. Pre Travel Expenses (Pho3,500/pax x 2 pax)	SBD - CGD	NO	Not Applicable					GoP	7,000.00	7,000.00	0.00	
	d. Travel Insurance (Pho1,800/pax x 2 pax)	SBD - CGD	NO	Not Applicable					GoP	3,600.00	3,600.00	0.00	
	e. Travel Tax (Pho 1,620/pax x 2 pax)	SBD - CGD	NO	Not Applicable					GoP	3,240.00	3,240.00	0.00	
	f. Clothing Allowance (Pho US\$ 200/pax x 2 pax)	SBD - CGD	NO	Not Applicable					GoP	23,600.00	23,600.00	0.00	
	5. ON-SITE EXPENSES									55,700.00	55,700.00	0.00	
	5.1 Communication/Administrative Expenses	SBD - CGD	NO	Not Applicable					GoP	5,700.00	5,700.00	0.00	
	5.2 Networking reception	SBD - CGD	NO	Overseas Procurement					GoP	50,000.00	50,000.00	0.00	
	6. PROFESSIONAL FEES									989,000.00	989,000.00	0.00	
	6.1 Market Specialist	SBD - CGD	NO	Overseas Procurement					GoP	500,000.00	500,000.00	0.00	
	6.2 Stand Assistant	SBD - CGD	NR	Overseas Procurement					GoP	189,000.00	189,000.00	0.00	
	6.3 Creative Director	SBD - CGD	NR	Small Value Procurement						200,000.00	200,000.00	0.00	
	6.4 Export Coach	SBD - CGD	NR	Small Value Procurement						100,000.00	100,000.00	0.00	

7. SECRETARIAT										520,000.00	520,000.00	0.00
7.1 Office Supplies/Reference Materials	SBD - CGD	NO	Shopping				GoP			5,000.00	5,000.00	
7.2 Meetings/Briefing/De-Briefing Expenses	SBD - CGD	NO	Not applicable				GoP			5,000.00	5,000.00	0.00
7.3 Service Provider	SBD - CGD	NO	Not applicable				GoP			500,000.00	500,000.00	0.00
7.4 Miscellaneous	SBD - CGD	NO	Shopping				GoP			10,000.00	10,000.00	0.00
8. SHIPMENT										136,632.04	136,632.04	0.00
8.1 Excess Baggage	SBD - CGD	NO	Direct Retail Purchase				GoP			10,000.00	10,000.00	
8.2 Shipment	SBD - CGD	NO	NP - Direct Contracting				GoP			126,632.04	126,632.04	0.00
TOTAL										10,000,000.00	10,000,000.00	
EUR to PHP = 1 to 63												
Target Revenue: 7,000,000.00												
CRR: 70%												

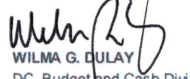
Prepared by:


ANNA MARIE D. ALZO
 DC. CGD - SBD

Noted by:


MARJORIE F. EVIO
 DM, Service Business Department

Evaluated by:


WILMA G. DULAY
 DC. Budget and Cash Div

Recommended by:

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

Approved by:

MA. LOURDES D. MEDIRAN
 Alternate Head of Procuring Entity

LEAH PULIDO OCAMPO
 Head of Procuring Entity