

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-2025-0181

**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:

**FABRICATION OF 140 SETS OF POLO SHIRTS AND CAPS FOR THE 2025 AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY**

*(Please see attached Request for Quotation Form and Proposed Mock up more details.)*

Approved Budget for the Contract	: <b>PHP600.00 per set or a total of PHP84,000.00</b>
Deadline of Submission of Eligibility Documents and Financial Bid Document	: <b>30 June 2025, 05:00PM</b>
Opening of Eligibility Documents and Financial Bid Document	: <b>01 July 2025, 02:00PM</b>

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.*
- 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**

*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, Financial Bid and Qualitative Evaluation Documents 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



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)

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REV 1



## 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: 26 June 2025

RFQ No.: 2025-0181

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

Deadline of Submission of Eligibility Documents and Financial Bid: **30 June 2025**

Time: **05:00PM**

Schedule of Opening of Eligibility Documents and Financial Bid: **01 July 2025**

Time: **02:00PM**

Venue: **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
140	sets	<p><b>FABRICATION OF POLO SHIRTS AND CAPS FOR THE 2025 AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY</b></p> <p><u>APPROVED BUDGET FOR THE CONTRACT:</u> <u>PHP600.00 PER SET OR A TOTAL OF PHP84,000.00</u></p> <p><b>Date Needed / Delivery Date:</b> <u>11 July 2025</u></p> <p><b>1. Materials and Print Method</b></p> <ul style="list-style-type: none"><li>• <b>Shirt Type:</b> Short-sleeved polo shirt with collar</li><li>• <b>Shirt Fabric:</b> Piqué or Honeycomb knit (breathable, textured cotton or poly-cotton blend)</li><li>• <b>Shirt Color:</b> Coral</li><li>• <b>Cap Type:</b> Baseball cap with adjustable plastic snapback closure (with holes and pegs) or Velcro</li><li>• <b>Cap Material:</b> Structured cotton twill or equivalent breathable material</li><li>• <b>Cap Colors (Pastel Shades):</b><ul style="list-style-type: none"><li>○ Mint Green</li><li>○ Powder Blue</li><li>○ Butter Yellow</li><li>○ Lavender</li></ul></li><li>• <b>Logo Application:</b> Embroidery<ul style="list-style-type: none"><li>○ <b>Polo Shirt:</b> CITEM logo in original color, embroidered diagonally on the right chest area (from viewer's/front perspective)</li><li>○ <b>Caps:</b> CITEM logo in white, embroidered diagonally on the lowers right front panel (from viewe's/front perspective)</li></ul></li></ul> <p><b>2. Available Sizes for Polo Shirts</b> Suppliers must be capable of producing the following unisex sizes:</p> <ul style="list-style-type: none"><li>• Small (S)</li><li>• Medium (M)</li><li>• Large (L)</li><li>• Extra Large (XL)</li><li>• Double XL (2XL)</li><li>• Triple XL (3XL)</li><li>• 4XL</li><li>• 5XL</li></ul> <p><i>Note: Actual quantity breakdown per size will the provided within two (2) working days upon award of contract</i></p> <p><b>3. Scope of Work</b></p> <ul style="list-style-type: none"><li>• Produce polo shirts and caps per specified materials, colors and design.</li><li>• Ensure all items are free from defects (e.g. smudges, stains, stitching issues).</li><li>• Apply logo accurately in placement, orientation, and color per approved mockup.</li></ul>		



		<ul style="list-style-type: none"> <li>Individually pack items in transparent polybags for protection and easy distribution.</li> <li>Sort and label polo shirts by size before delivery</li> </ul> <p><b><i>(Please see attached proposed mock up for reference. Final Mock-up will be provided upon award of contract.)</i></b></p>		
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**Terms and Conditions:**

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

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: \_\_\_\_\_



