Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Likhang Filipino Exhibition Halls, International Trade Center Complex
(formerly PhilTrade), Roxas Blvd., Pasay City

Solicitation No.: CITEM-2026-0239

REQUEST FOR QUOTATION
(SMALL VALUE PROCUREMENT)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

PROCUREMENT OF PHILIPPINE FLAG, DTI FLAG (WITH DTI LOGO), CITEM FLAG (WITH CITEM LOGO) AND FLAGPOLES FOR THE CITEM LOBBY AND EXECUTIVE OFFICE

(Please see attached Request for Quotation Form and Design with Specifications for more details)

Approved Budget for the Contract	:	**PHP75,800.00**
Deadline of Submission of Eligibility Documents and Financial Bid	:	**23 June 2026, 05:00PM**
Schedule of Opening of Eligibility Documents and Financial Bid	:	**24 June 2026, 02:00PM**

Conduct of Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citem-bac@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)

1. **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.

2. **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.

3. **Notarized Omnibus Sworn Statement**

4. **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:

a. Physical Submission at the CITEM Office, Likhang Filipino Exhibition Halls, International Trade Center Complex (formerly PhilTrade), Roxas Blvd., Pasay City, or
b. Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection must be 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 or email at citembac@citem.com.ph.

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

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Likhang Filipino Exhibition Halls, International Trade Center Complex
(formerly PhilTrade), Roxas Blvd., Pasay City
Tel.: (632) 8-831-2201 local 309 E-mail: citembac@citem.com.ph

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: 17 June 2026
RFQ No.: 2026-0239

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.

Deadline of Submission of Eligibility Documents and Financial Bid: **23 June 2026**	*Time:* **05:00PM**	
Schedule of Opening of Eligibility Documents and Financial Bid: **24 June 2026**	*Time:* **02:00PM**	*Venue:* **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		PROCUREMENT OF PHILIPPINE FLAG, DTI FLAG (WITH DTI LOGO), CITEM FLAG (WITH CITEM LOGO) AND FLAGPOLES FOR THE CITEM LOBBY AND EXECUTIVE OFFICE APPROVED BUDGET FOR THE CONTRACT: PHP75,800.00 **Date Needed / Delivery Date:** 7 working days upon receipt of Purchase Order	*Note: Please indicate **bid offer per quantity (QTY) on** the highlighted cell/s below.*	*Note: Please indicate **total bid offer** on the highlighted cell/s below.*
10	**pcs**	**a. Philippine National Flag** Technical Specifications: Design, Colors, Dimensions, Fabric Quality of the Flag complies with the PNS 234:2013 Size: Length – 1,828.8mm (6') Width – 914.4mm (3') Material: Nylon With Certificate of Accreditation from National Historical Commission of the Philippines from the manufacturer. ABC: PHP1,900.00 per piece or a total of PHP19,000.00		
4	**pcs**	**b. CITEM Corporate Flag** Satin, Double-Sided, Sewn, 3 feet x 5 feet ABC: PHP4,500.00 per piece or a total of PHP18,000.00		
4	**pcs**	**c. DTI Flag** Satin, Double-Sided, Sewn, 3 feet x 5 feet, 30 in x 30 in logo ABC: PHP4,800.00 per piece or a total of PHP19,200.00		
4	**pcs**	**d. Indoor Flagpole** Stainless Steel, with Base, Silver color at least 8 feet ABC: PHP4,900.00 per piece or a total of PHP19,600.00		
		(Please see attached Design with Specifications for more details)		

Terms and Conditions:

1) Delivery period: **(see above)** 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.
6) This requirement has several items and shall be **awarded as separate contracts per item**.

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.

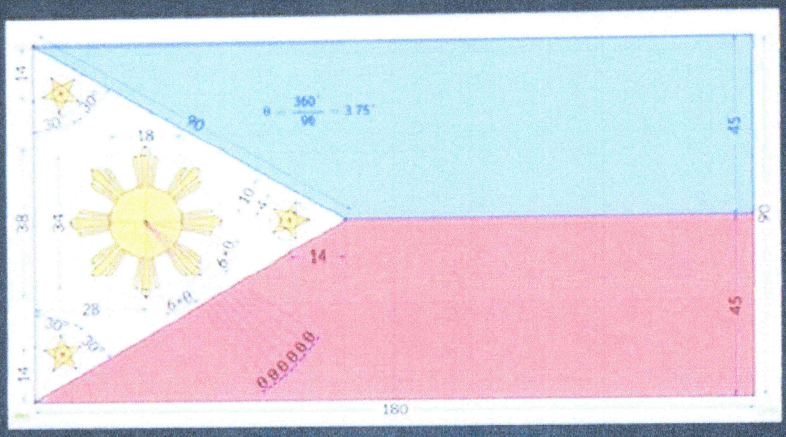
_____
Date Submitted

_____
Signature over printed name of the Authorized Company Representative
Designation: _____
Telephone No(s).: _____
Email: _____

SciDYK

NATIONAL FLAG DAY

THE SPECIFICATIONS OF THE PHILIPPINE FLAG



Geometry and dimensions of the Philippine Flag based on the **Executive Order No. 23, s. 1936** (Made by MapGrid/Wikimedia)

OFFICIAL COLORS OF THE PHILIPPINE FLAG

The flag's colors are officially defined by **Republic Act 8491 (1998)**, using cable numbers from the Color Association of the United States system.

	BLUE	RED	WHITE	GOLDEN YELLOW
Cable No.	80173	80108	80001	80068
HEX	#0038A8	#CE1126	#FFFFFF	#FCD116
RGB	0-56-168	206-17-38	255-255-255	252-209-22

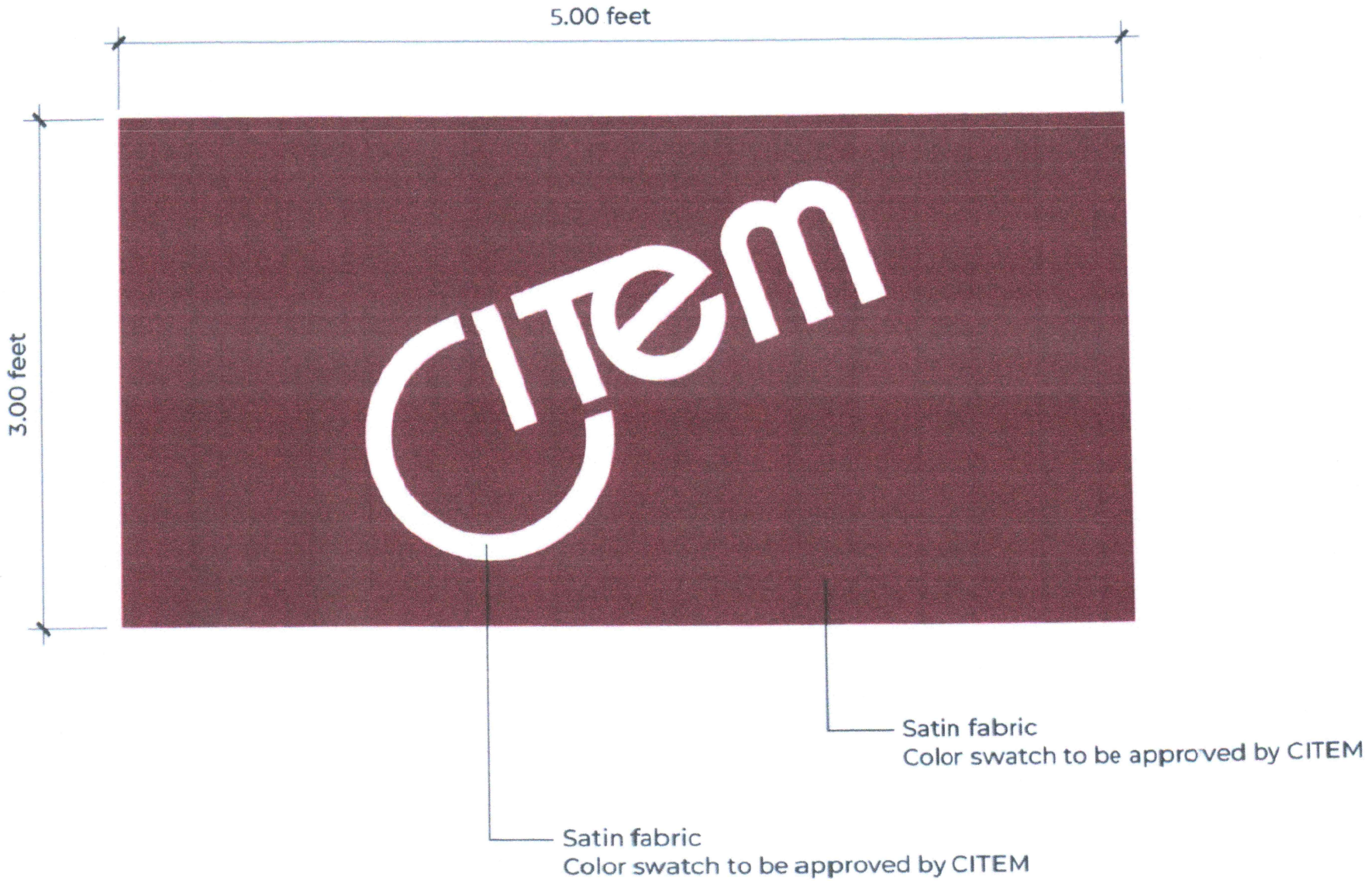
ScienceKonek

REFERENCE

Please refer to this link for the layout:

https://citemdti-my.sharepoint.com/:f:/g/personal/kmapodaca_citem_com_ph/Ej3LeCf_y2dLpcGT7vPT8k4BTnwCUh01VRRUjPb6INUaaw?e=y7IP1s

CITEM FLAG
5.00 feet X 3.00 feet



DTI Flag

Only the full color logo in its original configuration shall be used in DTI flags. Recommended minimum size for the material is 3 ft x 5 ft (bearing a 30 in x 30 in logo) while the maximum size is 5 ft x 8 ft (bearing a 40 in x 40 in logo). The material for the flag must always be white.