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-2025-0141

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:

RENTAL OF VAN WITH DRIVER FOR THE FLY-IN JOURNALISTS OF IFEX PHILIPPINES 2025

(Please see attached Request for Quotation Form for more details.)

Approved Budget for the Contract	: PHP51,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 19 May 2025, 05:00PM
Schedule of Opening of Eligibility Documents and Financial Bid	: 20 May 2025, 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 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)

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.

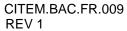
To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay Citv. or
- b. Online submission to the BAC Secretariat through email at 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 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 309/294 or email at citembac@citem.com.ph.







PHILIPPINES



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
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☐ Shopping w		EQUEST FOR QUOTATION		
	ith ABC of Php 50,001 and abo		•	and above
☐ Lease of Re	al Property and Venue	Others:		
Address:			Date: RFQ	15 May 2025 No.: 2025-0141
ientlemen:				
Please o		ble price(s) for the following article(s)/work(s) which are ur		
requested that citembac@citer	,	d, and stamped in an envelope or compressed folder a	ind submitte	d to CITEM BAC
	mission of Eligibility Documents an			Time: 05:00PM
	ning of Eligibility Documents and I	· · · · · · · · · · · · · · · · · · ·	e: 02:00PM	Venue: Zoom
QTY UNIT	ARTICLE / WORK	/ DESCRIPTION / SPECIFICATION UNIT	T PRICE	AMOUNT
2 unit		VITH DRIVER FOR THE FLY-IN OF IFEX PHILIPPINES 2025		
	TOTAL APPROVED BUDG	ET FOR THE CONTRACT: PHP51,000.00		
	Date Needed / Delivery Date:	22 May 2025		
<i>Terms and Condit</i> Delivery period	ensure the passenger 2. All vehicles must be of Passenger Liability In Iubricant and driver's the quotation. 3. Van is in good conditities of Corresponding (PHP1,500.00 / day x three (3) of the passenger in t	sional, courteous, neat and defensive that will s's safety while on board. Evered by comprehensive insurance inclusive of surance, costs for gasoline, maintenance, meals and overtime fee shall also be included in on and is kept clean. OT shall apply in excess of 12 hours days = PHP4,500.00)		
Bid price must	be Inclusive of Value Added Tax.			
i Payment will b upplier.	be processed after receipt of invo	ice. Other terms of payment will be based on the Contra	ct agreed by	the Purchaser ar
) Required docur	ments, if any, must be submitted v	ralid only if they are signed or initialed by the bidder or his/ vithin 3 Days after receipt of notice. I bids offer and waive any defects therein and accept bid/s		
ne government.	serves the right to reject any Of di	. Dias oner and waive any defects therein and accept blu/s	it may consid	ci auvantageous t
				GRACE I. MARPUI
O: CITEM Bids ar	nd Awards Committee:			
		the above-mentioned article(s)/work(s) on the unit price/a sform with the terms and conditions of this requirement.	imount colum	nn above. I/We als
	Date Submitted	Signature over printed name of the Authorized Compan Designation: Telephone No(s).:	y Representa	 tive

Email: