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-2025-0044-R1

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:

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR CITEM

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

Approved Budget for the Contract	: PHP120,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 24 February 2025, 05:00PM
Opening of Bid	: 25 February 2025, 02:00PM

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. 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
- 5. Sanitary Permit issued by Department of Health (DOH) or City/Municipal Health Office
- Updated result of drinking water quality test issued by DOH-accredited water testing laboratory

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:

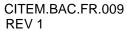
- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. 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.

for:

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





POSITIONS AND MISSIONS Gil Puyat Avenue, Pasay City : citembac@citem.com.ph

PHILIPPINES



CENTER FOR INTERNATIONAL TRADE EXIGORIAN GOLDEN GOL

		REC	QUEST FOR QUOTATION			
-	_	h ABC of Php 50,001 and above		· ·	and above	
□ Leas	se of Rea	Property and Venue	Others:			
Company	, Namo:				19 February 2025 2025-0044-R1	
				KFQ NO.	2023-0044-KI	
Gentleme	an.					
		ote hereunder your lowest possible	e price(s) for the following article(s)/work(s) wh	nich are urgently neede	ed by this office. It is	
		-	and stamped in an envelope or compressed	d folder and submitte	ed to CITEM BAC /	
	ac@citem		Financial Rid: 24 February 2025		Time: 05:00PM	
Deadline of Submission of Eligibility Documents and Financial Bid: 24 February 2025 Schedule of Opening of Eligibility Documents and Financial Bid: 25 February 2025				Time: 02:00PM	Venue: Zoom	
		DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT		
		SUPPLY AND DELIVE				
1	lot		R FOR CITEM			
			THE CONTRACT: PHP 120,000.00			
	Date Needed / Delivery Date: <u>5 days upon receipt of Job Order</u> Period / Duration: Twelve (12) months or after complete consumption and delivery of the required					
		total number of five (5) gallon round contain				
		Requirements for Drinking Water Suppl 1. Must have Sanitary Permit iss	ier: ued by Department of Health (DOH) or City/Municipal			
		Health Office.	It of drinking water quality test issued by DOH-accredited			
		water testing laboratory.	it of difficing water quality test issued by DOT accredited			
		Scope of Services: 1. Supply and deliver 3.952 roun	d containers of 5-galoon purified drinking water for the			
		12-month period at CITEM Of	fice. Quantity per week shall be 76 containers and may			
			d cold water dispensers. Supplier to pull out the unis			
		after the end of contract. 3. Replace defective water dispe				
		 Conduct cleaning and mainted least twice a month, preferably 	nance of provided water dispensers or any of its parts at y on Saturdays.			
		Payment Terms:				
		 Supplier to submit monthly bil delivered. 	ing based on the number of containers supplied /			
Terms an						
		working days upon acceptan e Inclusive of Value Added Tax.	ce of Purchase/Job Order.			
			e. Other terms of payment will be based on t	he Contract agreed by	the Purchaser and	
Supplier.						
		erasures or overwriting shall be vali ents, if any, must be submitted witl	d only if they are signed or initialed by the bidd	der or his/her authorize	ed representative.	
5) Require	ea aocum	ents, ii any, must be submitted with	illi 3 Days after receipt of flotice.			
		erves the right to reject any or all b	ids offer and waive any defects therein and acc	cept bid/s it may consid	ler advantageous to	
the gover	nment.					
					M	
				for: ATTY. ANNÆ	SPACEL MARRIED	
				ATTT. ANIVA	AC Chairman	
TO: CITEN	/I Bids and	Awards Committee:				
Per vour i	request I	we have indicated the prices of the	e above-mentioned article(s)/work(s) on the u	nit price/amount colum	nn above. I/We also	
			rm with the terms and conditions of this requir		420101 17 140 4130	
Date Submitted Signature over printed name of the Authorized Company Representative						
			Designation:			
			Telephone No(s).:			

Email: _____