

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-2025-0010-EPA

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 **Early Procurement Activity (EPA)** of:

ANNUAL RENTAL OF PHOTOCOPIER MACHINE FOR 12-MONTHS PERIOD (JANUARY TO DECEMBER 2025)

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

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| Approved Budget for the Contract | : PHP60,000.00 |
| Deadline of Submission of Eligibility Documents and Financial Bid | : 17 December 2024, 05:00PM |
| Schedule of Opening of Eligibility Documents and Financial Bid | : 18 December 2024, 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)

- 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. Bids shall be valid for 120 calendar days from the date of the opening of bids, extendible upon request of CITEM.**

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. 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.


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



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: 13 December 2024
RFQ No.: 2025-0010-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 / citembac@citem.com.ph.

| | |
|--|---|
| Deadline of Submission of Eligibility Documents and Financial Bid: 17 December 2024 | Time: 05:00PM |
| Schedule of Opening of Eligibility Documents and Financial Bid: 18 December 2024 | Time: 02:00PM Venue: Zoom |

| QTY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION | UNIT PRICE | AMOUNT |
|-----|------|---|------------|--------|
| 1 | unit | <p style="text-align: center;">ANNUAL RENTAL OF PHOTOCOPIER MACHINE FOR 12-MONTHS PERIOD (JANUARY TO DECEMBER 2025)</p> <p style="text-align: center;"><u>APPROVED BUDGET FOR THE CONTRACT: PHP 60,000.00</u></p> <p>Date Needed / Delivery Date: <u>January 2025</u></p> <p>Minimum Specifications:</p> <ol style="list-style-type: none"> a. Print output at least 30,000 per print per month b. Multifunctional digital copier c. High quality prints d. Automatic Document Feeder e. Can print many copies in just one scan f. Print speed at least 45ppm g. Automatic paper tray selection h. Automatic paper size selection and zoom i. With automatic paper sorter / stacking j. Zoom capacity from 25% to 400% k. Glass platen can fit A3 sizes including 3-dimensional objects l. With at least 4 paper trays A5-A3 m. A3 duplex size single pass document feeder n. With booklet creation feature <p>General Requirements:</p> <ol style="list-style-type: none"> 1. Include consumables, spare parts, maintenance and repair services. Machine insurance, mobilization and demobilization to CITEM and/or trade fair venues, if needed. 2. On-Call Operator/Technician, if needed in case of troubleshooting of machine; and replacement unit, if needed in case of major breakdown. 3. No deposit and other charges shall be required upon delivery and installation of machine. All cost for installation and delivery of the machines shall be on account of the supplier. 4. Conduct demonstration to CITEM personnel the proper administration, maintenance, operation, and handling of the machine. 5. Rental charges shall not exceed PHP5,000.00 per month. | | |

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.
- 6) 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: _____