

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-2025-0076-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:

**PRODUCTION OF LAPTOP BAGS, BOOKLET AND RETRACTABLE PEN AS
DELEGATE KITS FOR SSX CONFERENCE**

(Please see attached Request for Quotation Form and sample pictures with specifications for more details.)

Total Approved Budget for the Contract	: PHP310,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 05 May 2025, 05:00PM
Opening of Bid	: 06 May 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. **Provide company profile and project portfolio with government and private companies previously worked with**
6. **Provide product brochure with rates and sample outputs based on requirements**

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.



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

CITEM.BAC.FR.009
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: 30 April 2025

Company Name: _____
Address: _____
Contact No.: _____

RFQ No.: 2025-0076-R1

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: **05 May 2025**

Time: **05:00PM**

Schedule of Opening of Bids: **06 May 2025**

Time: **02:00PM**

Venue: **ZOOM**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<p>PRODUCTION OF LAPTOP BAGS, BOOKLET AND RETRACTABLE PEN AS DELEGATE KITS FOR SSX CONFERENCE</p> <p>TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP310,000.00</u></p> <p>Date Needed / Delivery Date: 19 May 2025 <i>(Please see attached sample pictures with specifications.)</i></p>		
250	pieces	Laptop Bag for 14 or 15-inch laptop with pocket/s (with printing of IFEX & SSX logos and conference details) <i>ABC: PHP900.00 per piece or a total of PHP225,000.00</i>		
250	pieces	SSX Conference Booklet (minimum of 50 leaves, with printing of SSX conference details) <i>ABC: PHP250.00 per piece or a total of PHP62,500.00</i>		
250	pieces	Retractable Pen (with printing of IFEX and SSX logos and conference details) <i>ABC: PHP90.00 per piece or a total of PHP22,500.00</i>		
		<p><u>Requirement:</u> Preferably materials are sourced and manufactured in the Philippines, uses reusable / recyclable materials. Remove/ do not use any additional or unnecessary packaging for the produced items.</p> <p><u>Documents to submit:</u></p> <ol style="list-style-type: none"> Provide company profile and project portfolio with government and private companies previously worked with Provide product brochure with rates and sample outputs based on requirements 		

Terms and Conditions:

- Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- Bid price must be **Inclusive of Value Added Tax**.
- Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- Required documents, if any, must be submitted within 3 Days after receipt of notice.
- This requirement is **One Project** having several items and shall be **awarded as One Contract**.

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: _____

1. Laptop Bag

Washable Paper Bag

- SIZE SPECIFICATIONS: Medium Fits 13-15 inches laptops
L: 36 cm x 14.7 in W: 6 cm x 2.36 in H: 25 cm | 9.84 in
- MATERIAL: Washable Paper
- COLOR: Tan
- FEATURES: Laptop Pocket, Luggage Strap, Water-repellant Paper, Garterized Velcro



2. Pen Options

A. Bamboo Retractable Pen (option to have stylus)

- SIZE SPECIFICATIONS: 13.5 cm x 1.2 cm
- MATERIAL: Bamboo and aluminum
- COLOR: Brown
- FEATURES: lightweight



B. Recycled Paper Pen

- SIZE SPECIFICATIONS: 140x10mm
- MATERIAL: Cardboard
- COLOR: pink, blue, green, yellow, and orange
- FEATURES: lightweight

