

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-2025-0018-EPA

**NOTICE TO CONDUCT PROCUREMENT OF GOODS
AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING
SERVICES TO BE PROCURED AND PERFORMED OVERSEAS**

Pursuant to GPPB-Resolution No. 28-2017 dated 31 July 2017, the Center for International Trade Expositions and Missions (CITEM), through its Bids and Awards Committee (BAC), hereby issues this **Early Procurement Activity (EPA)** Notice for:

**RENTAL OF ONE (1) UNIT OF WATER
COOLER/DISPENSER AS FOOD & BEVERAGE
REQUIREMENT FOR CES PHILIPPINE PAVILION**

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

APPROVED BUDGET FOR THE CONTRACT: PHP33,040.00 OR USD560.00

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/218 or fax no. 834-0177/8331284 or e-mail at citembac@citem.com.ph.



ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-BAC



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 (OVERSEAS PROCUREMENT)

Date: **20 December 2024**

Company Name: _____

RFQ No.: **2025-0018-EPA**

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.

| | | |
|---|----------------------|--------------------|
| Schedule of Bidding in Philippine Standard Time: | | |
| Deadline of Submission of Quotations: 27 December 2024 | Time: 01:00PM | |
| Schedule of Opening of Bids: 27 December 2024 | Time: 02:00PM | Venue: ZOOM |

| | | |
|---|----------------------|--------------------|
| Schedule of Bidding in Gulf Standard Time: | | |
| Deadline of Submission of Quotations: 26 December 2024 | Time: 09:00PM | |
| Schedule of Opening of Bids: 26 December 2024 | Time: 10:00PM | Venue: ZOOM |

| QTY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION | UNIT PRICE | AMOUNT |
|-----|------|---|------------|--------|
| 1 | unit | <p>RENTAL OF WATER COOLER/DISPENSER AS FOOD & BEVERAGE REQUIREMENT FOR CES PHILIPPINE PAVILION</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP33,040.00 OR USD560.00</u></p> <p>Date Needed/Delivery Date: on or before January 7 2024</p> <p>Inclusions:</p> <ul style="list-style-type: none"> - Four (4) sets of 5-gallon water - Four (4) sets of 50 cup sleeves - Delivery and pick up of water dispenser - To be used from 07 to 10 January 2025 | | |

Terms and Conditions:

- 1) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.
- 2) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by CITEM and Supplier.
- 3) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 4) 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: _____