

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-2024-0223

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:

SHIPMENT SUBSIDY FOR THE PHILIPPINE PARTICIPATION IN MAISON AND OBJET 2025

(Please see attached Request for Quotation Form and Job Order for Outbound Shipment Transaction (JOFOST) for more details.)

Approved Budget for the Contract	: PHP 600,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 04 November 2024, 05:00PM
Opening of Bid	: 05 November 2024, 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. **Latest Income / Business Tax Return**
4. **Notarized Omnibus Sworn Statement**
5. **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 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, 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



REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above
 Lease of Real Property and Venue
 Small Value Procurement with ABC of Php 50,001 and above
 Others: _____

Date: 30 October 2024

Company Name: _____

RFQ No.: 2024-0223

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: 04 November 2024	Time: 05:00PM
Schedule of Opening of Bids: 05 November 2024	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>SHIPMENT SUBSIDY FOR THE PHILIPPINE PARTICIPATION IN MAISON AND OBJET 2025</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP600,000.00</u></p> <p>Date Needed / Delivery Date: 07 November 2024 Event Date: 16-20 January 2025 Where: Paris, France</p> <p><i>(Please see attached Job Order for Outbound Shipment Transaction (JOFOST) for more details.)</i></p>		

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.

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: _____



JOFOST

CITEM.STR.FR.003
REV 1

JOB ORDER FOR OUTBOUND SHIPMENT TRANSACTION Shipping Travel Records and Documentation (STREDO)

Name of Project : Maison & Objet
Project Manager : Anna Marie Alzona Fair Date : 16-20 January 2025
Complete Address of Exhibition Venue : Hall 6, 88 Parc des Expositions de Paris-Nord-Villepinte
93420 Villepinte, Paris, France

Name of Coordinating Commercial Attache or Contact Person: Rosa Katrina Banzon
Complete Address: 19 rue de l'Amiral d'Estaing, 75116 Paris, France
Phone / Fax / E-meil : +33 (0)1 58 12 00 64 / paris@dti.gov.ph / rosakatrinarabanzon@dti.gov.ph

CONSIGNEE / COMPLETE ADDRESS :
Hall 6, 88 Parc des Expositions de
Paris-Nord-Villepinte, 93420 Villepinte
Paris, France

Phone / Fax / E-mail nathalie.moreno@safisalons.fr

NOTIFY PARTY / COMPLETE ADDRESS:
Philippine Trade and Investment Center
Ambassade des Philippines - Service Commercial
19 rue de l'Amiral d'Estaing, 75116 Paris, France

Phone / Fax / E-mail: +33(0)158120064

OFFICIAL FREIGHT FORWARDER/S, IF ANY:

(Please provide Organizer's Exhibitor's Manual or
Shipping Instructions, if possible.)
<https://shorturl.at/Yh9NB>

TYPE OF SHIPMENT:

Door-to-Port Door-to-Door

DATE REQUIRED AT PORT:
DATE REQUIRED AT FAIRSITE:
DATE AND TIME REQUIRED AT PHILIPPINE BOOTH/
STAND: Hall 6 (Forever), TBC booth nos.

GENERAL DESCRIPTION OF GOODS:
Furniture, lamps & lighting, & home decor made of
wood, abaca, rattan, & other natural materials;
visual arts

(Note: Exhibitor/s shall submit the applicable Commodity
Clearance required by the country of exportation, i.e
GTIDO, PHYTOSANITARY, BFAD, BFAR, CITES,
Quarantine, etc.)

MODE OF TRANSPORT:

By AIR By SEA

Approximate Volume/Gross Weight:
Minimum _____ to _____ Maximun CBM

Less Container Load (LCL)
 FCL - 1 x 20' Container (max. 25 cbm)
 FCL - 1 x 40' Container (max. 46 cbm)

(note: The computation of shipping cost by air is based
on volume weight or gross weight whichever is higher; if
by sea, based on actual number of CBM as measured
by STREDO.)

NO. OF PARTICIPATING COMPANIES: 20

With CITEM Props or Supplies: Yes No
If Yes. CITEM Props to be included in this shipment:

No (Please submit separate JOFOST)
 Yes (Please submit list with complete specs)

MOCK-UP OF SAMPLES Yes No.
if Yes, Date of Mock-up: _____

CITEM APPROVED BUDGET FOR THIS SHIPMENT:
PhP 600,000.00

PLEASE INDICATE PERCENTAGE SHARE OR
APPROXIMATE BREAKDOWN OF PAYMENT FOR
BILLING PURPOSES:

ORIGIN CHARGES

CITEM .% _____
 EXHIBITORS .% _____
 Subsidy for US\$ PhP _____

AIR / SEA FREIGHT CHARGES

CITEM .% _____
 EXHIBITORS .% _____
 Subsidy for US\$ PhP _____

DESTINATION CHARGES

CITEM .% _____
 EXHIBITORS .% _____
 Subsidy for US\$ PhP _____

OTHER / ADDITIONAL CHARGES

CITEM .% _____
 EXHIBITORS .% _____
 Subsidy for US\$ PhP _____

For Susidized Projects please indicate funding agency.

PLEASE FILL UP:

With Return Shipment
 Without Return Shipment

SUBMITTED BY: 
ANNA MARIE ALZONA
Project Manager
10 October 2024
Date

APPROVED BY: 
MARIO REVIO
Department / Division
10 October 2024
Date