

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-2025-0101

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:

MOBILIZATION, PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND TWO-WAY HAULING OF OUTDOOR ENHANCEMENT FOR IFEX PHILIPPINES 2025

(Please see attached Request for Quotation Form, Location and Design for more details)

Approved Budget for the Contract	: PHP147,044.00
Schedule of Pre-Bid Conference	: 22 April 2025, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid	: 28 April 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid	: 29 April 2025, 02:00PM

Conduct of Pre-bid Conference and 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 citem-bac@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.**

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

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: 16 April 2025
RFQ No.: 2025-0101

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.

Pre-Bid Conference: 22 April 2025	Time: 02:00PM	Venue: Zoom
Deadline of Submission of Eligibility Documents, Financial Bid: 28 April 2025	Time: 05:00PM	
Schedule of Opening of Eligibility Documents, Financial Bid: 29 April 2025	Time: 02:00PM	Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		MOBILIZATION, PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND TWO-WAY HAULING OF OUTDOOR ENHANCEMENT IFEX PHILIPPINES 2025 APPROVED BUDGET FOR THE CONTRACT: PHP147,044.00 Date Needed / Delivery Date: <u>19-21 May 2025 (Ingress), 21-24 May 2025 (Event Proper)</u> <u>and 24 May 2025 (Egress)</u> <i>(Please see attached Location and Design for more details)</i>		
1	lot	I. MOBILIZATION / TRANSPORTATION COST <i>ABC: PHP15,000.00</i>		
21	pcs	II. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND TWO-WAY HAULING COLORED FLAG WITH POLE a) Colored Flag Microfiber Cloth with full sublimation Print – Double Sided 3.00m or 9.84ft b) Pole Unit (total height: 5.00m or 16ft <i>ABC: PHP5,014.00 per piece or a total of PHP105,294.00</i>		
5	pcs	COLORED FLAG WITH FLOOR STANDING UNIT a) Colored Flag Microfiber Cloth with full sublimation Print – Double Sided 3.00m or 9.84ft b) Pole with Stand and 1pc donut-shaped Sandbag (total height: 3.35m or 11ft <i>ABC: PHP5,350.00 per piece or a total of PHP26,750.00</i>		

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 **One Project** having several items that 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: _____

IFEX 2025
SSX (CONFERENCE)



FREE STANDING
FEATHER FLAGS

FENCE BANNER

	PROJECT:	IFEX 2025	SHEET CONTENT	DESIGNER:	ARMANDO VISCO	RECOMMENDING APPROVAL:	JOSEPH BERNAT Division Manager III - CCSD REQUESTING PARTY: ROWENA G. MENDOZA Department Manager III - SSO	APPROVED BY / COMMENTS
	TITLE:	SSX (CONFERENCE)		REVIEWED BY:	MARITON BACULBAGAL Division Chief - EDD	LEAH FULIDO OCAMPO Executive Director, CITEM		
	DATE / TIME:	MARCH 14, 2025		LOCATION:	PTTC, PHILIPPINES	SHEET NO:		

FEATHER FLAGS



FREE STANDING
FEATHER FLAGS

	PROJECT:	IFEX 2025	SHEET CONTENT:	DESIGNER:	ARANG ALME WISCO	RECOMMENDING APPROVAL:	JOSEPH BERNAT	APPROVED BY / COMMENTS:
	TITLE:	OUTDOOR ENHANCEMENTS		REVIEWED BY:	ARMY BAGULBAGUL	JOSEPH BERNAT		
	DATE / TIME:	MARCH 14, 2025		LOCATION:	PTTC & WTC PHILIPPINES	SHEET NO:	01	