

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-2024-0206

**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 Notice for:

**VEHICLE RENTAL FOR THE OUTBOUND BUSINESS
MISSION IN THE HAGUE, NETHERLANDS AND
BRUSSELS, BELGIUM**

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

TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP300,000.00

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: **10 October 2024**

Company Name: _____

RFQ No.: **2024-0206**

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.

<i>Deadline of Submission of Quotations:</i> 14 October 2024	<i>Time:</i> 05:00PM
<i>Schedule of Opening of Bids:</i> 15 October 2024	<i>Time:</i> 02:00PM <i>Venue:</i> ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<p>VEHICLE RENTAL FOR THE OUTBOUND BUSINESS MISSION IN THE HAGUE, NETHERLANDS AND BRUSSELS, BELGIUM</p> <p>TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP300,000.00</u></p>		
1	unit	<p>A. 7-seater van <i>Note:</i> Vehicle must have enough space for large luggages and can still comfortably seat the passengers. <i>When:</i> 23 October 2024 <i>Time:</i> 7:30PM – 9:30PM (2-3 hours) <i>Where:</i> Pick-Up from Rotterdam Central, The Hague to Voco Hotel</p> <p><i>When:</i> 27 October 2024 <i>Time:</i> 9:00AM – 5:00PM (9 hours) <i>Where:</i> Brussels, Belgium <i>ABC:</i> PHP80,000.00</p>		
1	unit	<p>B. Bus good for 25-30 pax <i>Note:</i> Bus must have enough space for the large luggages and can still comfortably seat the passengers. <i>When:</i> 24 October 2024 (15 hours) <i>Time:</i> 8:00AM – 7:00PM: The Hague, Netherlands 7:00PM – 9:00PM: The Hague to Brussels, Belgium 9:00PM – 10:00PM: Brussels, Belgium</p> <p><i>When:</i> 25 October 2024 <i>Time:</i> 8:00AM – 8:00PM (12 hours) <i>Where:</i> Brussels, Belgium</p> <p><i>When:</i> 26 October 2024 <i>Time:</i> 9:00AM – 6:00PM (9 hours) <i>Where:</i> Brussels, Belgium <i>ABC:</i> PHP220,000.00</p>		



	<p><u>Inclusions:</u></p> <ul style="list-style-type: none">- Overtime provision, parking, toll changes, gas, taxes, bank charges and other fees. <p><u>Note:</u></p> <ul style="list-style-type: none">- Vehicle must be clean at all times. Driver/s must be hygienic, prompt and in proper attire.- WhatsApp account of the driver must be sent to the onsite project officer/s for proper coordination.		
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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.

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: _____

INDICATIVE ITINERARY
 Outbound Business Mission in The Hague and Brussels
AS OF 26 SEPTEMBER 2024

TIME	EXHIBITORS	TIME	GOVERNMENT DELEGATES
OCTOBER 23 (WEDNESDAY)			
5:00 PM onwards	SIAL Paris 2024 Egress	4:00 PM – 7:00 PM	Paris Gare Du Nord to Rotterdam Centraal, Netherlands via Eurostar Train BATCH 1 ONLY: RD DGN, DA RFO 5 Bus (+Maggie, Christine) to meet delegation at Rotterdam Centraal
		8:30 PM	Check-in at Voco Hotel [BATCH 1 ONLY]
OCTOBER 24 (THURSDAY)			
5:00 AM	Check-out from Hotel in Paris <i>Batch 2 (CITEM and the rest of the delegation (exhibitors))</i>	8:30 AM	Check out and Call time Venue: <i>VOCO Hotel lobby</i>
6:21 AM – 9:05 AM	Paris to Rotterdam Centraal, The Hague, Netherlands via Eurostar Train (€68.00 per pax) <i>Meet-Up Point: Paris Gare Du Nord Station</i> Bus (+Christine) to meet delegation at Rotterdam Centraal	09:00 AM – 10:00 AM	Visit at the Philippine Embassy (Photo Op) and Coordination Meeting <i>PE in The Netherlands - Laan Copes van Cattenburch 125, The Hague, Netherlands</i>
9:05 – 9:30 AM	Travel to The Hague PE		
10:00 AM – 11:00 AM	Preparation for the Business Roundtable	10:00 AM – 11:00 AM	Meeting with PLMA Mr. Chavy Dumpe
11:00 – 11:30	Registration		
11:30 AM – 2:30 PM	Business Roundtable and Networking Lunch		

3:00 PM – 6:00 PM	Site visits for market sensing activities (tbc)		
6:00 PM – 8:00 PM	The Hague to Brussels, Belgium via bus		
9:00 PM	Check-in at Hotel (The Hotel or Le Louise Hotel, Citadines)		
OCTOBER 25 (FRIDAY)			
7:30 AM	Call time <i>Citadines Lobby</i>		
8:00 AM – 9:00 AM	Courtesy Call on the Philippine Ambassador to Belgium <i>Philippine Embassy (PE) in Belgium - Avenue Molière 297, Brussels, Belgium</i>		
9:00 AM – 10:00 AM	Preparation for the Business Roundtable	9:00 AM – 10:00 AM	Meeting with Racso Jugarap
10:00 – 10:30	Registration for Business Roundtable and Networking Coffee (heavy snacks)		
10:30 – 12:30	Business Roundtable		
12:30 – 16:30	<i>Market Sensing Activities</i> <i>Locations TBC</i>	13:00 – 14:00 14:00 – 15:30	Travel to Trademart Meeting with Trademart representatives
17:00 – 18:00	Debriefing Meeting Venue: Philippine Trade and Investment Center Avenue Louise 207		
OCTOBER 26 (SATURDAY)			
10:00 AM – 5:00 PM	<i>Market sensing or site visits depending on flight details</i> Departure for Manila		
OCTOBER 27 (SUNDAY)			
9:00 AM – 10:00 AM	Attend the Fashion and Accessories Open Days in Trademart – <i>CITEM officials (OPTIONAL)</i>		
4:00 PM – 5:00 PM	Travel to Airport (CITEM representatives)		