

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-2024-0166

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:

**PRINTING OF ID/BADGES AND PURCHASE OF COMPATIBLE THERMAL
RIBBON FOR MANILA FAME OCTOBER 2024**

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

Total Approved Budget for the Contract	: PHP114,500.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 09 September 2024, 05:00PM
Opening of Bid	: 10 September 2024, 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)

- 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 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



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: _____

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

Date: 05 September 2024
RFQ No.: 2024-0166

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: 09 September 2024	Time: 05:00PM
Schedule of Opening of Bids: 10 September 2024	Time: 02:00PM Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<p align="center">PRINTING OF ID/BADGES AND PURCHASE OF COMPATIBLE THERMAL RIBBON FOR MANILA FAME OCTOBER 2024</p> <p align="center"><i>(Please see attached Specification Form for more details.)</i></p> <p align="center">TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP114,500.00</u></p> <p><i>Delivery:</i> 5 working days from receipt of complete materials</p>		
10,750	pieces	<p>ID/BADGES</p> <p><i>Specification:</i> Size: 3 1/2" x 5" Stock: C2S 160 lbs Color: Full color Process: Litho offset Binding: Fan fold (Accordion) Others: Irregular cut with perforation and die cutting Quantity: 10,750 pieces Exhibitor – 3,000 pieces (250 pieces per pack) Guest – 4,000 pieces (250 pieces per pack) Buyers – 2,500 pieces (250 pieces per pack) Crew – 300 pieces (300 pieces per pack) Media – 300 pieces (300 pieces per pack) Organizer – 250 pieces (250 pieces per pack) Staff – 150 pieces (150 pieces per pack) VIP – 150 pieces (150 pieces per pack) Partners – 100 pieces (150 pieces per pack)</p> <p><i>ABC: PHP10.00 per piece or a total of PHP107,500.00</i></p>		
20	rolls	<p>THERMAL RIBBON</p> <ul style="list-style-type: none"> - Size: 110mm x 100m - Inkside: OUTSIDE - Core: 0.5" - Must be compatible with the paper used in the ID badges <p><i>ABC: PHP350.00 per roll or a total of PHP7,000.00</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.
- 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: _____

SPECIFICATION FORM

VISUAL DESIGN DIVISION



SERVICE REQUEST NO.

PROJECT: MANILA FAME OCTOBER 2024

COLLATERAL: ID/Badges

DATE: 06 August 2024

SPECIFICATION: _____

SIZE: 3 1/2" x 5"

STOCK: C2S 160 lbs.

COLOR: Full Color

PROCESS: Litho Offset

NO. OF PAGES: _____

BINDING: Fan Fold (Accordion)

OTHERS: irregular cut with perforation and die cutting

QUANTITY: Exhibitors - 3000 pcs. Guest - 4000 pcs. Buyers - 2500 pcs. Crew - 300 pcs.

Media - 300 pcs. Organizer - 250 pcs. Staff - 150 pcs. VIP - 150 pcs. Partners - 100 pcs.

TOTAL : 10,750 pcs.

REMARKS: Delivery :5 working days from receipt of complete materials

Prepared by:

Dindo Habelito

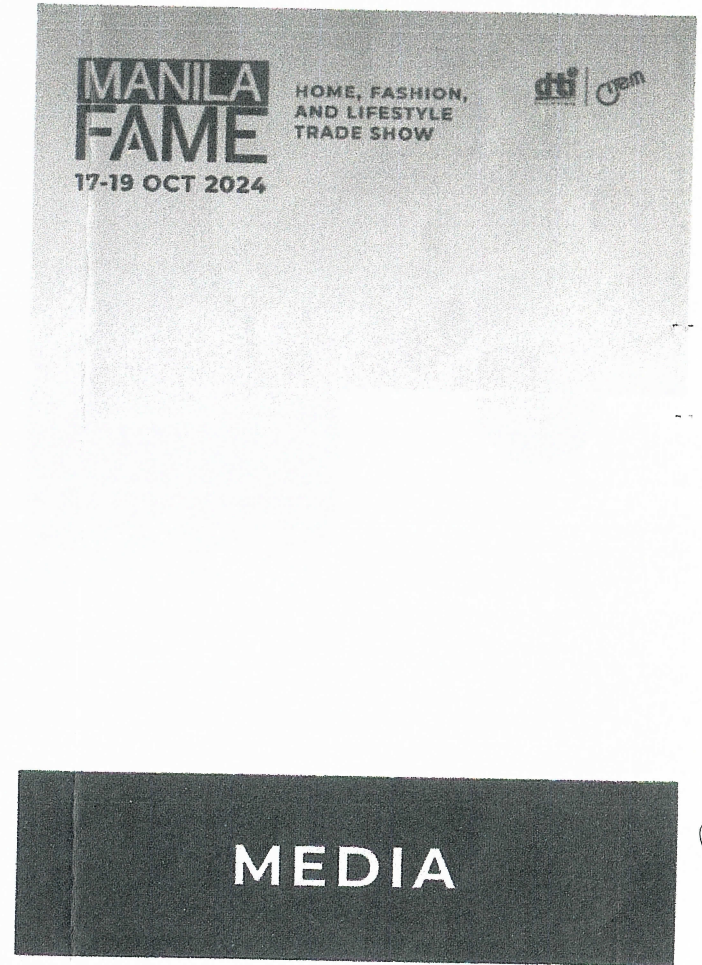
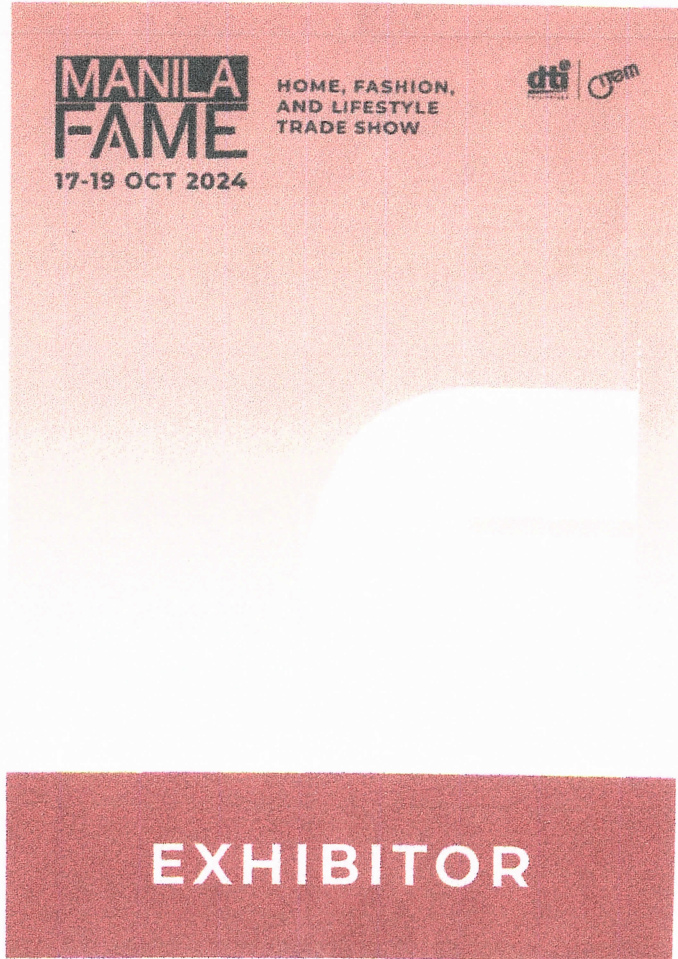
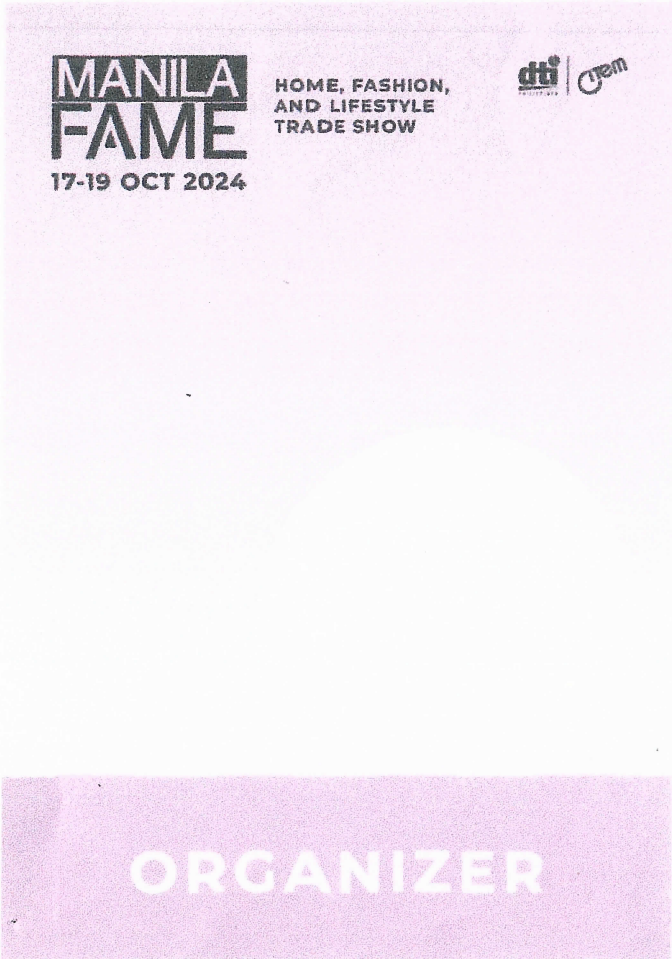
Recommending Approval:




KRYSS RUBIO
Creative Arts Specialist III

Approved by:

ELMER HAROLD GRANDE
OIC - VDD

Actual size



 VISUAL DESIGN DIVISION	PROJECT: MANILA FAME 2024	SPEC:	PAT CAPISTRANO		RECOMMENDING APPROVAL:  OPERATIONS GROUP 1	APPROVED BY / COMMENTS:  LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR
	PROJECT DATE: OCTOBER 17-19, 2024		SHEET NO.: 1 REVISION: 3		NORMAN BAGUILAGUL OIC-DM, CCSD	
DATE / TIME: 7/22/24, 10:20AM	REQUIREMENT: EVENT BADGES					

> these w/ compli passes

> DJT's
> Sean John
> hired staff

> Book contractor
> Commissionaire
> Book budget

**MANILA
FAME**

HOME, FASHION,
AND LIFESTYLE
TRADE SHOW



17-19 OCT 2024

**MANILA
FAME**

HOME, FASHION,
AND LIFESTYLE
TRADE SHOW



17-19 OCT 2024

**MANILA
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17-19 OCT 2024

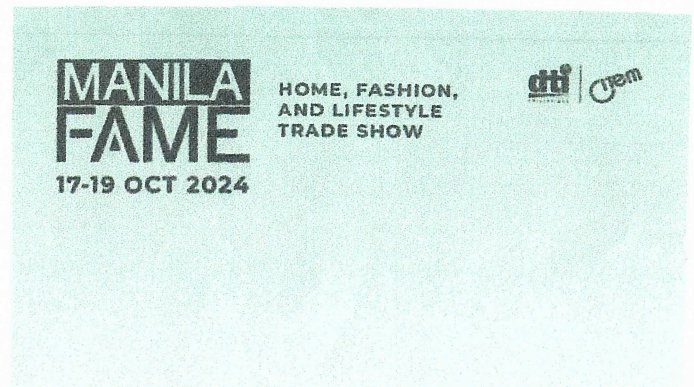
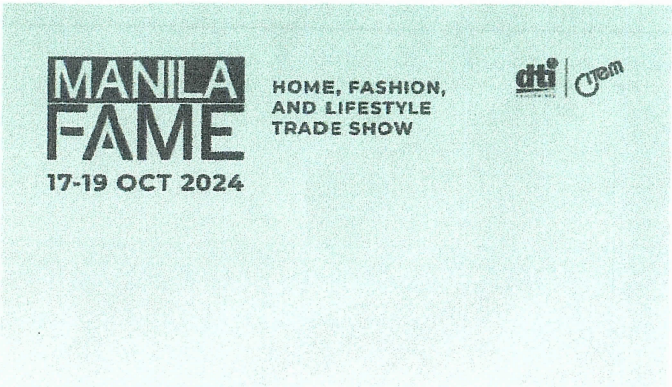
GUEST

STAFF

CREW

 VISUAL DESIGN DIVISION	PROJECT: MANILA FAME 2024	SPECS:	PAT CAPISTRANO		RECOMMENDING APPROVAL:  OPERATIONS GROUP 1	APPROVED BY / COMMENTS:  LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR
	PROJECT DATE: OCTOBER 17-19, 2024				 NORMAN BAGUL BAGUL OIC-DM, CCED	
DATE / TIME: 7/22/24, 10:20AM	RESEMBLEMENT: EVENT BADGES		SHEET NO.: 3	REVISIONS: 3		





> VIPs



TRADE BUYER

EVENT PARTNER

VIP

 VISUAL DESIGN DIVISION	PROJECT MANILA FAME 2024	SPECS	PAT CAPISTRANO		RECOMMENDING APPROVAL:  OPERATIONS GROUP 1	APPROVED BY / COMMENTS:  LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR
	PROJECT DATE: OCTOBER 17-19, 2024		SHEET NO.: 2 REVISION: 3		 NORMAN BAGU BAGUL OIC-DM, CCSD	
DATE / TIME: 7/22/24, 10:20AM	REQUIREMENT: EVENT BADGES					

BACK

SHOW RULES

WEAR YOUR ID

Registration is required to secure an ID. Only persons with event IDs will be allowed to enter the exhibition hall.

DRESS APPROPRIATELY

Proper attire is highly encouraged, preferably business attire.

KEEP THE EVENT PROFESSIONAL

Children below 10 years old will not be allowed inside the exhibition hall.

RESPECT INTELLECTUAL PROPERTY

Ask permission from the exhibitor if you want to take a photo/video of the exhibit items.

KEEP AN EYE ON YOUR VALUABLES

Do not leave your things unattended. The organizer shall not be held liable for any lost items.





EXHIBIT HOURS
9AM TO 6PM

MANILA
FAME

ORGANIZED BY:



Actual size

 VISUAL DESIGN DIVISION	PROJECT: MANILA FAME 2024	DTI	PAT CAPISTRANO		RECOMMENDING APPROVAL:  OPERATIONS GROUP 1	APPROVED BY / COMMENTS:  LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR
	PROJECT DATE: OCTOBER 17-19, 2024					
DATE / TIME: 7/22/24, 10:20AM	REQUIREMENT: EVENT BADGES		SHEET NO.: 4	REVISION: 3	 NORMAN BAGUI/BAGUIL OIC-DM, CCSD	