

**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-2025-0027**

**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:

**RENTAL OF FURNITURE AND EQUIPMENT WITH  
DELIVERY AND INSTALLATION FOR OUTBOUND  
BUSINESS MISSION AT TRADEMART BRUSSELS**

*(Please see attached Request for Quotation Form and List of Furniture and Equipment for more details.)*

**APPROVED BUDGET FOR THE CONTRACT: PHP256,200.00 OR EUR4,200.00**

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](mailto: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](mailto:citembac@citem.com.ph)



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **09 January 2025**

Company Name: \_\_\_\_\_

RFQ No.: **2025-0027**

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.

<b>Schedule of Bidding in Philippine Standard Time:</b>		
Deadline of Submission of Quotations: <b>10 January 2025</b>		Time: <b>01:00PM</b>
Schedule of Opening of Bids: <b>10 January 2025</b>	Time: <b>02:00PM</b>	Venue: <b>ZOOM</b>

<b>Schedule of Bidding in Central European Time:</b>		
Deadline of Submission of Quotations: <b>10 January 2025</b>		Time: <b>06:00AM</b>
Schedule of Opening of Bids: <b>10 January 2025</b>	Time: <b>07:00AM</b>	Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<b>RENTAL OF FURNITURE AND EQUIPMENT WITH DELIVERY AND INSTALLATION FOR OUTBOUND BUSINESS MISSION AT TRADEMART BRUSSELS</b>  APPROVED BUDGET FOR THE CONTRACT: <u>PHP256,200.00 OR EUR4,200.00</u>  <i>Project:</i> Outbound Business Mission at Trademart Brussels <i>Event Dates:</i> 23-24, 26-27 January 2025 <i>Ingress:</i> 22 January 2025 <i>Venue:</i> Trademart Brussels, Atomiumsquare, Brussels, Belgium  <b>(Please see attached list of furniture and equipment for more details.)</b>		

**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.

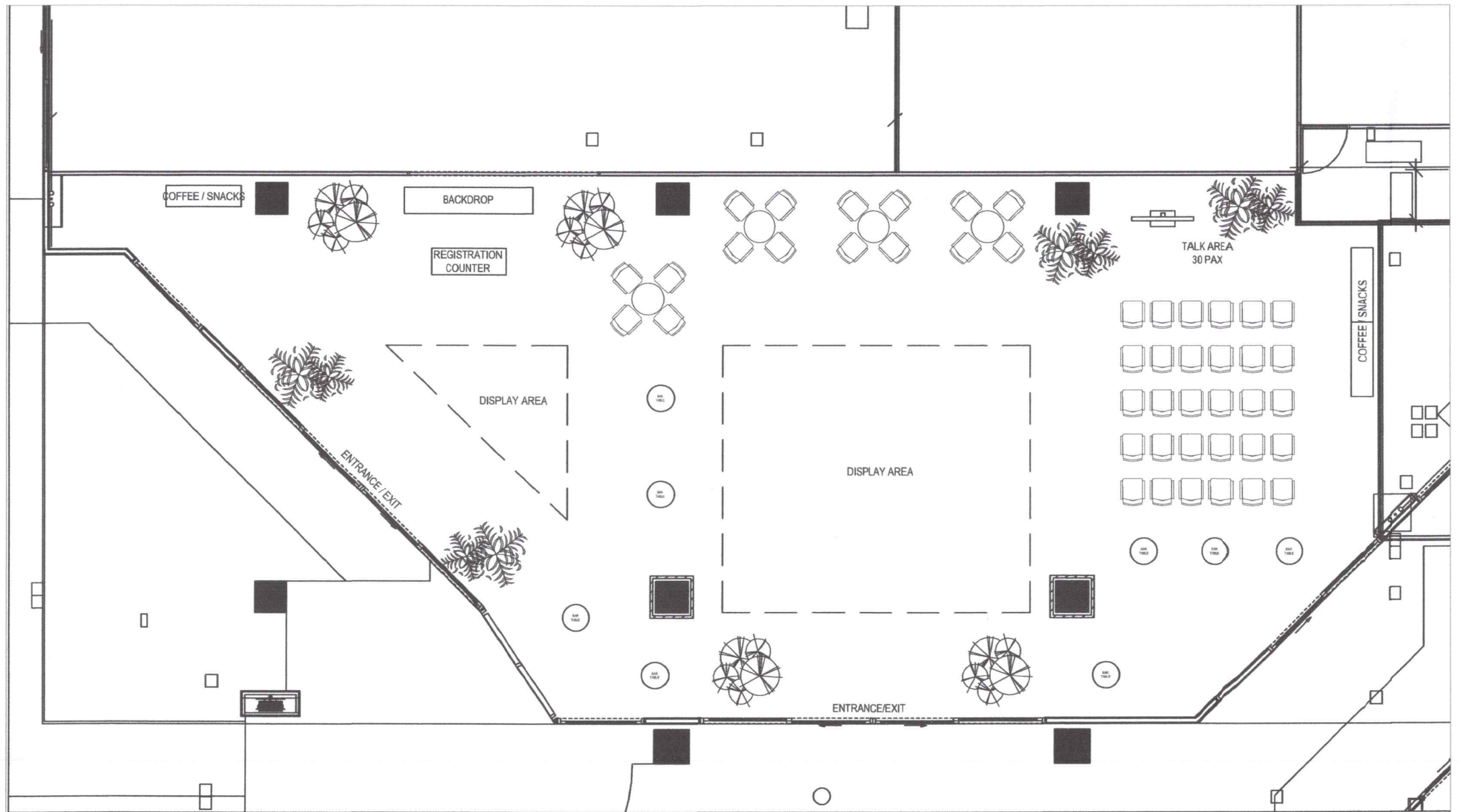
\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature over printed name of the Authorized Company Representative

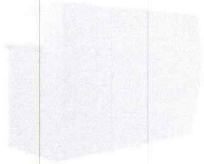




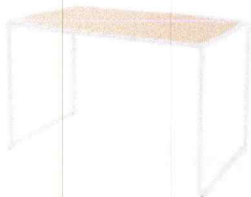
Designation: \_\_\_\_\_

Telephone No(s): \_\_\_\_\_

Email: \_\_\_\_\_

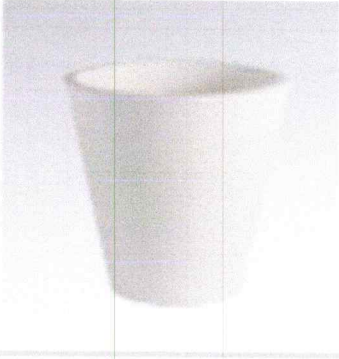


**OBM - Brussels**

Photo	Qty	Unit	Dates Needed (including ingress)
<b>REGISTRATION AREA</b>			
1 		1 pc	22-27 January 2025
			Registration table 140 x 75 x H 108cm
2 		3 pcs	22-27 January 2025
			Bar Stool
<b>NEGOTIATION AREAS</b>			
3 		5 pcs	22-27 January 2025
			High Table
4 		20 pcs	22-27 January 2025
			Bar Stool
<b>CONFERENCE AREA</b>			
5 		30 pcs	22-24 January 2025
			Chair
<b>DISPLAY AREA</b>			
6 		6 pcs	22-27 January 2025
			Table 120 x 70cm

7		Table 70 x 70cm	4 pcs	22-27 January 2025
8		Indoor Table 120 x 70 cm	4 pcs	22-27 January 2025
9		White Pedestal 75 x 75 x H 100 cm	4 pcs	22-27 January 2025
10		White Pedestal 50 x 50 x H 50 cm	4 pcs	22-27 January 2025
11		Waste paper	6 pcs	22-27 January 2025
12		150cm plant	4 pcs	22-27 January 2025
12		180cm plant	4 pcs	22-27 January 2025

13



pot

8 pcs

22-27 January 2025