

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-2024-0215-R2

**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:

**DESIGN, FABRICATION AND SUPPLY OF SERVICE AWARD TROPHY FOR LOYALTY  
AWARDS 2023 AND 2024**

*(Please see attached Request for Quotation Form and Terms of Reference for more details.)*

Approved Budget for the Contract	: PHP4,000.00 per piece or PHP88,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 04 November 2024, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 05 November 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](mailto: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.**

*Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)*

- Design proposal of Service Trophies (can be submitted through a 3D rendition or physical trophy submission)**
- List/Portfolio showing the fabricated trophy/plaque of appreciation supplied to government agencies (if available, attach certificate of completion from contracting agency / proof of contract)**
- Physical sample of the trophy (to be delivered at CITEM)**

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](mailto: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](mailto: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](mailto: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: 31 October 2024  
 RFQ No.: 2024-0215-R2

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

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualification Documents: **04 November 2024** Time: **05:00PM**

Schedule of Opening of Eligibility Documents, Financial Bid, and Qualification Documents: **05 November 2024** Time: **02:00PM** Venue: **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
22	pieces	<p><b>DESIGN, FABRICATION AND SUPPLY OF SERVICE AWARD TROPHY FOR LOYALTY AWARDS 2023 AND 2024</b></p> <p><u>APPROVED BUDGET FOR THE CONTRACT:</u>  <u>PHP 4,000.00 per piece or PHP 88,000.00</u></p> <p>Date Needed / Delivery Date: <u>on or before 06 December 2024</u></p> <p><b><u>(Please see attached Terms of Reference for more details.)</u></b></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: \_\_\_\_\_

**TERMS OF REFERENCE  
DESIGN, FABRICATION AND SUPPLY OF SERVICE AWARD TROPHY  
(UNDER THE REWARDS AND RECOGNITION PROGRAM- CSC PRIME-HRM)**

**I. BACKGROUND**

On March 14, 2024, the Revised CITEM PRAISE was approved by the Civil Service Commission (CSC) for implementation as part of the Rewards and Recognition Program under CSC PRIME-HRM. The said Revised CITEM PRAISE Policy is anchored in the CITEM Motivation Pyramid and features the annual Loyalty Award as a means of celebrating employees' dedication to public service and loyalty to the agency.

The Loyalty Award, part of the Employee Service Awards category, is granted to CITEM employees who have continuously and satisfactorily served the agency for a minimum of five years, with additional recognition at each subsequent five-year milestone. In addition to monetary incentives, in accordance with CSC guidelines on Loyalty Awards, recipients receive a Service Award Trophy to honor their excellence and commitment to helping the agency achieve its mandate.

**II. PROJECT DETAILS:**

<b>Quantity of Trophies:</b>	Twenty-Two (22)
<b>Delivery Date:</b>	December 2024

**III. LIST OF RECIPIENTS:**

<b>2023 Loyalty Awardees</b>	
5 Years	Five (5)
10 Years	Two (2)
15 Years	Three (3)
35 Years	Three (3)
<b>Total:</b>	<b>Thirteen (13)</b>

<b>2024 Loyalty Awardees</b>	
10 Years	Five (5)
15 Years	Four (4)
<b>Total:</b>	<b>Nine (9)</b>

<b>SUMMARY</b>	
2023 Loyalty Awardees	Thirteen (13)
2024 Loyalty Awardees	Nine (9)
<b>Total:</b>	<b>Twenty-Two (22)</b>

**IV. QUALIFICATION EVALUATION**

Criteria for Award: Lowest Calculated and Responsive Bidder

Mode of Procurement: Small Value Procurement

Passing rate: 80%

*Note: Only bidders who pass the Qualitative Evaluation shall proceed with the opening of financial bid.*

CRITERIA	VALUE POINT
<p><b>1. Design Proposal of Service Award Trophy</b>            No. of Designs submitted: 3 design proposals            Must consider the following criteria</p> <ul style="list-style-type: none"> <li>- Design Creativity (30 points)</li> <li>- Proposed design must capture the Essence of CITEM Loyalty Award (20 points)</li> <li>- Design Uniqueness (10 points)</li> <li>- Material Uniqueness (10 points)</li> </ul> <p><u>Document Required:</u>  <i>Design proposal of Service Trophies (can be submitted through a 3d rendition or physical trophy submission)</i></p>	70
<p><b>2. Experience in handling the fabrication of trophies/plaque of appreciation of other government agencies for the past 5 years</b></p> <ul style="list-style-type: none"> <li>• 3-4 Government Agencies (10 points)</li> <li>• 1-2 Government Agencies (5 points)</li> </ul> <p><u>Document Required:</u>  <i>List/portfolio showing the fabricated trophy/plaque of appreciation supplied to government agencies (if available, attached certificate of completion from contracting agency / proof of contract)</i></p>	10
<p><b>3. Physical Sample of the Designed Service Award Trophy (to be delivered at CITEM)</b></p> <ul style="list-style-type: none"> <li>• Quality of printing on the trophy (print/engraving) (10 points)</li> <li>• Material/s used (10 points)</li> </ul> <p><u>Document Required:</u>  <i>Physical Sample of the trophy (to be delivered at CITEM)</i></p>	20
<b>TOTAL</b>	<b>100</b>


**V. ESTIMATED BUDGET**

The above expense shall be charged to the **HRD Budget for FY 2024** budget with a total maximum budget allotment of **Eighty Eight Thousand Pesos (P88,000.00)**.

**VI. TERMS AND CONDITIONS**

- a. The Agency-estimated Approved Budget of Contract (ABC) for the project is **Eighty Eight Thousand Pesos (P88,000.00)** inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
- b. Preferred trophy design based on the qualitative evaluation shall be owned exclusively used by CITEM, with full and exclusive rights.
- c. The winning bidder shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.

**Prepared by:**

  
**Sarah Mhae M. Diaz**  
HRMO II

**Recommending Approval:**

  
**Florence Pearl M. Buensalido**  
Chief, HRMD  
Corporate Services Department

  
**Atty. Anna Grace I. Marpuri**  
Department Manager  
Corporate Services Department

**Approved by:**

  
**Leah Pulido Ocampo**  
Executive Director, CITEM

