

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-2025-0063

**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 CONFERENCE/MEETING ROOM FOR
THE PHILIPPINE BUSINESS MISSION IN HIGH
POINT MARKET**

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

APPROVED BUDGET FOR THE CONTRACT: PHP 330,400.00 or USD5,600.00

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: **03 March 2025**

RFQ No.: **2025-0063**

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.

Schedule of Bidding in Philippine Standard Time:		
Deadline of Submission of Quotations: 07 March 2025		Time: 05:00PM
Schedule of Opening of Bids: 07 March 2025	Time: 06:00PM	Venue: ZOOM

Schedule of Bidding in Eastern Standard Time:		
Deadline of Submission of Quotations: 07 March 2025		Time: 04:00AM
Schedule of Opening of Bids: 07 March 2025	Time: 05:00AM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">RENTAL OF CONFERENCE/MEETING ROOM FOR THE PHILIPPINE BUSINESS MISSION IN HIGH POINT MARKET</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP330,400.00 or USD5,600.00</u></p> <p>Date Needed / Delivery Date: 10 March 2025 Location: High Point, North Carolina, United States of America Event Date and Time: 26 to 29 April 2025, 09:00AM to 07:00PM 30 April 2025, 09:00AM to 01:00PM</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. Accommodate up to 26 pax 2. Banquet set-up <p>Inclusions:</p> <ol style="list-style-type: none"> 1. Daily water and coffee service for 40 pax 2. Daily cleaning service 3. TV and speaker 		

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: _____