



SUPPLEMENTAL / BID BULLETIN No. 2024-0116-01

1st Supplemental / Bid Bulletin on

**HIRING OF OFFICIAL EXHIBITION SIGNAGE CONTRACTOR FOR
CREATE PHILIPPINES 2024**

To all Prospective Bidders:

This shall form part of the Bid documents:

Amendment:		
The attached bidding document has been revised:		
<ul style="list-style-type: none"> Request for Quotation Form 		
<i>Please see attached revised document</i>		
CAPACITY BUILDING PHASES		
FROM:		
PHASE 1	LOCATION	DATES
CAPACITY BUILDING 1	UP MANILA	JULY 11, 2024
CAPACITY BUILDING 2	BOHOL	JULY 17-19, 2024
CAPACITY BUILDING 3	CLARK, PAMPANGA	JULY 24-26, 2024
CAPACITY BUILDING 4	DAPITAN, ZAMBOANGA	JULY 28-AUGUST 01, 2024
TO:		
PHASE 1	LOCATION	DATES
CAPACITY BUILDING 1	UP MANILA	JULY 11, 2024
CAPACITY BUILDING 2 – Luzon Leg	CDC-HSD Multi-Purpose Training Hall, Clark City	July 28-30, 2024
CAPACITY BUILDING 3 – Mindanao Leg	Mindanao Leg at Audio Visual Room, University Library, Jose Rizal Memorial	August 1-3, 2024
CAPACITY BUILDING 4 – Visayas Leg	Bohol (Exact location to be confirmed)	August 27-30, 2024

Items not mentioned above remain the same.

This Supplemental/Bid Bulletin is being issued to clarify/modify/amend the specifications of the requirement needed, and not for purposes of delaying the proceedings of RA 9184.

Issued this 04th of July 2024.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

An Attached Corporation of the Department of Trade and Industry



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

CITEM.BAC.FR.009
REV 1



REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above
 Lease of Real Property and Venue
 Small Value Procurement with ABC of Php 50,001 and above
 Others: _____

Date: 27 June 2024
RFQ No.: 2024-0116

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.

Schedule of Pre-Bid Conference: 02 July 2024	Time: 02:00PM	Venue: Zoom
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 05 July 2024	Time: 05:00PM	
Schedule of Opening of Qualitative Evaluation Documents: 05 July 2024	Time: 05:00PM	
Schedule of Opening of Eligibility Documents and Financial Bid: 09 July 2024	Time: 02:00PM	Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF OFFICIAL EXHIBITION SIGNAGE CONTRACTOR FOR CREATE PHILIPPINES 2024</p> <p>APPROVED BUDGET FOR THE CONTRACT: PHP 400,000.00</p> <p><i><u>(Please see attached Terms of Reference for more details.)</u></i></p> <p>Note: Bidders must duly fill in this Request for Quotation Form together with the Exhibition Signage Printer/Contractor Bidding Form. Both forms must be signed by the authorized representative of the interested bidder.</p>	Please use attached Signage Bidding Form	Please use attached Signage Bidding Form

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: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

I. MOBILIZATION / TRANSPORTATION COST

CAPACITY BUILDING PHASES	LOCATIONS	MOBILIZATION / TRANSPORTATION COST
CAPACITY BUILDING 1	UNIVERSITY OF THE PHILIPPINES, MANILA	
CAPACITY BUILDING 2	BOHOL	
CAPACITY BUILDING 3	CLARK, PAMPANGA	
CAPACITY BUILDING 4	DAPITAN, ZAMBOANGA	
CAPACITY BUILDING 5	MANILA	
CAPACITY BUILDING 6	LUZON	
CAPACITY BUILDING 7	VISAYAS	
CAPACITY BUILDING 8	MINDANAO	
TOTAL AMOUNT (VAT INCLUSIVE)		

Note: Mobilization and transportation cost shall not exceed the total allocated budget of PHP 100,000.00 for the whole engagement period (Capacity Building 1-8)

II. PRINTING AND MATERIAL COST (Delivery Only)

PROCESS	Tarpaulin		Perforated Tarpaulin		Satin	Canvass	Polyester-Nylon	Magnetic sticker
	With Print	Without Print (Plain)	With Print	Without Print (Plain)				
Inkjet								
Indoor								
Outdoor								

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets and fastening materials.

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

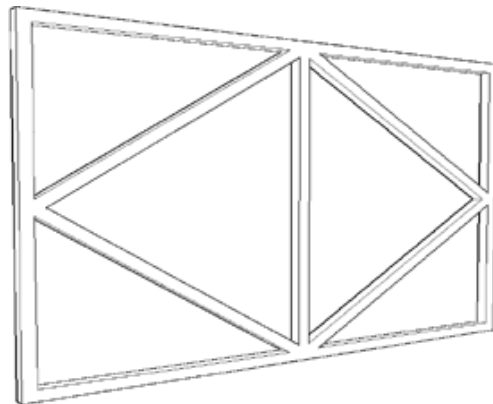
III. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING (Installation on-site and/or existing CITEM structure)

PROCESS	Tarpaulin		Perforated Tarpaulin		Satin	Canvass	Polyester-Nylon	Magnetic sticker
	With Print	Without Print (Plain)	With Print	Without Print (Plain)				
Inkjet								
Indoor								
Outdoor								

IV. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING. Front Framing only (see sample below)

PROCESS	Tarpaulin		Perforated Tarpaulin		Satin	Canvass	Polyester-Nylon	Magnetic sticker
	With Print	Without Print (Plain)	With Print	Without Print (Plain)				
Inkjet								
Indoor								
Outdoor								

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, hooks and fastening materials.



FRONT FRAME ONLY: Sample framing only

Submitted By: _____
 Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

V. PRINTING AND MATERIAL COST (Delivery Only)

PROCESS	Tarpaulin with Stiffener (Top and Bottom)				Perforated Tarpaulin with Stiffener (Top and Bottom)			
	1"X 1" KILN DRIED WOOD	2"X 2" KILN DRIED WOOD	1"x 1" SQUARE HOLLOW TUBULAR METAL	2"x 2" SQUARE HOLLOW TUBULAR METAL	1"X 1" KILN DRIED WOOD	2"X 2" KILN DRIED WOOD	1"x 1" SQUARE HOLLOW TUBULAR METAL	2"x 2" SQUARE HOLLOW TUBULAR METAL
Inkjet								
Indoor								
Outdoor								

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, hooks and fastening materials.

VI. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING (Installation on-site and/or existing CITEM structure)

PROCESS	Tarpaulin with Stiffener (Top and Bottom)				Perforated Tarpaulin with Stiffener (Top and Bottom)			
	1"X 1" KILN DRIED WOOD	2"X 2" KILN DRIED WOOD	1"x 1" SQUARE HOLLOW TUBULAR METAL	2"x 2" SQUARE HOLLOW TUBULAR METAL	1"X 1" KILN DRIED WOOD	2"X 2" KILN DRIED WOOD	1"x 1" SQUARE HOLLOW TUBULAR METAL	2"x 2" SQUARE HOLLOW TUBULAR METAL
Inkjet								
Indoor								
Outdoor								

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, hooks and fastening materials.

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

VII. PRINTING, INSTALLATION, DISMANTLING, 2-WAY HAULING OF PULL-UP BANNER WITH SYSTEM:

PROCESS	Tarpaulin	
	With Print	Without Print (Plain)
Inkjet		
Indoor		
Outdoor		

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, hooks and fastening materials.

VIII. PRINTING AND MATERIAL COST (Delivery Only)

PROCESS	Printable Sticker				Printable Sticker on 3mm Sintra Board			Printable Sticker on Foam Board			Perforated Glass Sticker	
	Lamination	None	Matte	Glossy	Clear	None	Matte	Glossy	None	Matte		Glossy
Indoor												
Outdoor												

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, hooks, fastening materials and boards.

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

IX. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING (Installation on-site and/or existing CITEM structure)

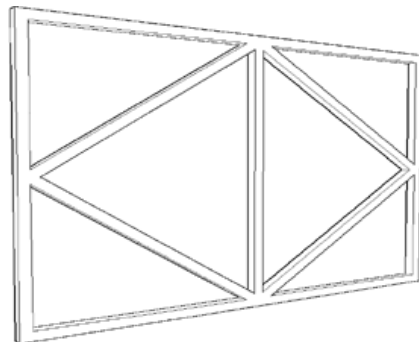
PROCESS	Printable Sticker				Printable Sticker on 3mm Sintra Board			Printable Sticker on Foam Board			Perforated Glass Sticker
	None	Matte	Glossy	Clear	None	Matte	Glossy	None	Matte	Glossy	
Indoor											
Outdoor											

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, fastening materials and boards.

X. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING. Front Framing only. (see below for sample)

PROCESS	Printable Sticker on 3mm Sintra Board			Printable Sticker on Foam Board		
	None	Matte	Glossy	None	Matte	Glossy
Indoor						
Outdoor						

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, fastening materials and boards.



FRONT FRAME ONLY: Sample framing only

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XI. ADDITIONAL STIFFENER

STIFFENER	1" PVC PIPE	1" HOLLOW BI PIPE #20	1"x 1" SQUARE HOLLOW TUBULAR METAL	2"x 2" SQUARE HOLLOW TUBULAR METAL	½" SOLID ROUND BAR	1" X 1" ALUMINUM	1" DIA. CHROME PIPE
COST PER LINEAR METER							

XII. ADDITIONAL STIFFENER – KILN DRIED WOOD PER LINEAR METER

STIFFENER	1"X 1"	1"X 2"	2"X 2"
WITH PAINT			
WITHOUT PAINT			

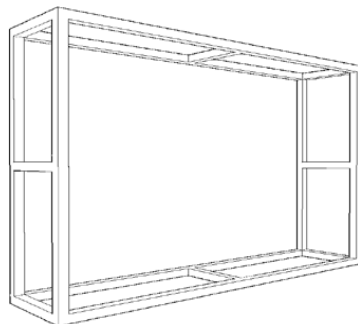
Note: Bid price is on per linear meter basis, to include cost of finishing of the stiffener.

XIII. FULL FRAMING STRUCTURE (Including Fastening accessories e.g. rivets, bolts, washers, etc.)

MATERIAL	WITH PAINT	WITHOUT PAINT
1" X 2" Lumber		
2" x 2" Lumber		
1"X1" Square Hollow Tubular Metal		
2"X2" Square Hollow Tubular Metal		
1"X 1" Angle Bar		

} *minimum 3mm thickness

Note: Bid price is on per linear meter basis



FULL FRAME: Sample framing only

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XIV. INSTALLATION/ DISMANTLING/ AND 2 WAY HAULING OF EXISTING CITEM SIGNAGES (Including Structure/Frame Components)

MATERIAL	COST
Aisle Signage (1 LOT)	
Indoor Signage	

Outdoor Signage (eg. fence banners, billboard)	
1- 5 sq.m.	
6-10 sq.m.	
10 sq.m. and above	

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XV. VINYL STICKER CUT OUT

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

XV.A. COST OF VINYL STICKER CUT-OUTS with TRANSFER TAPE (Delivery Only)

Vinyl Sticker Cut-out with transfer tape	
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XV.B. COST OF VINYL STICKER CUT-OUTS with TRANSFER TAPE (Delivery, Installation, Dismantling, 2-Way Hauling)

Vinyl Sticker Cut-out with transfer tape	
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XV.C. COST OF VINYL STICKER CUT-OUT MOUNTED ON CUT OUT MATERIAL (Delivery Only)

	Acrylic			Plywood		Sintra Board		
	3mm	6mm	12mm	½" thk	¾" thk	3mm	6mm	12mm
Vinyl Sticker Cut-out mounted on cutout material:								

XV.D. COST OF VINYL STICKER CUT-OUT MOUNTED ON CUT OUT MATERIAL (Delivery, Installation, Dismantling, 2-Way Hauling)

	Acrylic			Plywood		Sintra Board		
	3mm	6mm	12mm	½" thk	¾" thk	3mm	6mm	12mm
Vinyl Sticker Cut-out mounted on cutout material:								

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XVI. VINYL STICKER COST OF MATERIAL (DELIVERY ONLY)

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

Vinyl Sticker	
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XVII. VINYL STICKER COST OF MATERIAL WITH INSTALLATION ON EXISTING PANEL STRUCTURE

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

Vinyl Sticker	
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XVIII. DIGITAL PRINT STICKER CUT OUT

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

XVIII.A. COST OF DIGITAL PRINT OF STICKER CUT-OUTS WITH TRANSFER TAPE (Delivery Only)

Digital Sticker Cut-out with transfer tape	
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XVIII.B. COST OF DIGITAL PRINT OF STICKER CUT-OUTS WITH TRANSFER TAPE (Print, Delivery, Installation, Dismantling, 2-Way Hauling)

Digital Sticker Cut-out with transfer tape	
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Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XVIII.C. COST OF DIGITAL PRINTING OF STICKER CUT-OUT MOUNTED ON CUT-OUT MATERIAL (Delivery Only)

	Acrylic			Plywood		PVC Board			3mm Sintra Board
	3mm	6mm	12mm	1/2" thk	3/4" thk	3mm	6mm	12mm	
Digital Sticker Cut-out mounted on cut-out material:									

XVIII.D. COST OF DIGITAL PRINTING OF STICKER CUT-OUT MOUNTED ON CUT-OUT MATERIAL (Print, Delivery, Installation, Dismantling, 2-Way Hauling)

	Acrylic			Plywood		PVC Board			3mm Sintra Board
	3mm	6mm	12mm	1/2" thk	3/4" thk	3mm	6mm	12mm	
Digital Sticker Cut-out mounted on cut-out material:									

XIX. BOARD CUT OUT

XIX.A. COST OF MATERIALS (Delivery only)

Sintra Board 3mm	
Sintra Board 6mm	
Sintra Board 12mm	
Acrylic 3mm	
Acrylic 6mm	
Acrylic 12mm	
Acrylic built up letters	

Note: Bidding price is on a per square meter basis

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XIX.B. COST OF LABOR AND MATERIALS (Delivery, Installation, Dismantling & 2-Way Hauling)

Sintra Board 3mm	
Sintra Board 6mm	
Sintra Board 12mm	
Acrylic 3mm	
Acrylic 6mm	
Acrylic 12mm	
Acrylic built up letters	

Note: Bidding price is on a per square meter basis, inclusive of materials cost of BOARD CUT-OUT and installation.

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XVII. PRINTING AND MATERIALS (Materials c/o Contractor)

Acrylic	Wood	Glass	3mm Sintra Board	Foam Board	Tiles	Tin Plate	Back-lit Film
1-5 sq.m							
6-10 sq.m							
10 sq.m and above							

XX. PRINTING, INSTALLATION, DISMANTLING, 2-WAY HAULING OF BACKLIT POSTER DURATRANS

IMAGE PRINT DURATRANS MATERIAL: _____ / SQ.M

Submitted By: _____
 Company Name & Signature over Printed Name

Date: _____