

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-2020-0097

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 300 SETS OF 2019 DTI/TIPG ANNUAL REPORT

(Please see attached Specifications Form for more details.)

Approved Budget	: PHP 150,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 24 August 2020, Monday, 05:00PM
Opening of Bid	: 25 August 2020, Tuesday, 02:00PM

The Notice of Award shall only be issued to the lowest calculated 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)

- 1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration**
- 2. 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.

- 3. Notarized Omnibus Sworn Statement**
- 4. 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.**

Bidders are encouraged to submit these documents to the BAC Secretariat online at citembac@citem.com.ph or at CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed an hour before the date and time of the Opening of Bids indicated above.

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 : _____

Date: 13-Aug-20

RFQ No: 2020-0097

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 submitted to CITEM office or in a compressed folder submitted at citembac@citem.com.ph.

Schedule of Opening of Bids: 25 August 2020 **Time:** 2:00PM **Venue:** Microsoft Teams / Zoom

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
300	sets	PRINTING OF DTI/TIPG 2019 ANNUAL REPORT		
		Specification:		
		Size : 8 1/2" x 11 1/2"- folded		
		17" x 11 1/2" - spread		
		Stock : Cover - Matt Plus 250 gsm with matt lamination		
		Inside - Matt Plus 115 gsm		
		Color : Full Color		
		Process : Litho Offset		
		No. of pages: a) 96 pages including cover		
		b) 100 pages including cover		
		c) 104 pages including cover		
		Others : CTP process		
		Delivery : 5 working days upon approval of digital proof		
		Approved Budget for the Contract : <u>Php 150,000.00</u>		
		Deadline of Submission of Eligibility and Financial Documents is on or before 24 August 2020, 5:00PM.		

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 overwritings 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

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) _____

SPECIFICATION FORM

VISUAL DESIGN DIVISION



SERVICE REQUEST NO.

PROJECT: _____

COLLATERAL: _____

DATE: _____

SPECIFICATION: _____

SIZE: _____

STOCK: _____

COLOR: _____

PROCESS: _____

NO. OF PAGES: _____

BINDING: _____

OTHERS: _____

QUANTITY: _____

PENALTY: _____

REMARKS: _____

Prepared by:

DINDO A. HABELITO

Recommending Approval by:


MARLON V. JEDAL
Creative Arts Specialist III

Approved by:


ARTURO CRUZ DIMAANO
Department Manager, CCSD