## 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-2019-0223

### 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 1,000 PCS INSTITUTIONAL BROCHURE WITH INSERT FOR DUBAI EXPO 2020

(Please see attached Request for Quotation form for more details)

Approved Budget for the Contract (ABC)

PHP 100,000.00

Deadline of Submission of Bid

09 September 2019, 5:00PM

Opening of Bid

10 September 2019, 2:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following eligibility documents:

Eligibility Documents (1st Envelope)

- 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 (2<sup>nd</sup> Envelope)

 Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) may be paid at the CITEM Cashier Office for the bidding documents.

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. 8312201 local 309 or e-mail at citembac@citem.com.ph.

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

PHLEXPORT PTICE
OITEM 40 micro



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS CITEM.BAC. Golden Shell Pavilion, Roxas Bivd. Cor. Sen. Gil Puyat Avenue, Pasay City Tel.: (632) 831-2201 local 309/218 E-mail: <a href="mailto:citembac@citem.com.ph">citembac@citem.com.ph</a> Fax: (632) 833-1284/834-0177

CITEM.BAC.FR.009



### REQUEST FOR QUOTATION

		th ABC of Php 50,001 and above Small Value Procurement with ABC   al Property and Venue    Others:	of Php 50,001 ar	nd above
		•	Date:	02-Sep-19
Company Name: Address:			RFQ No:	2019-0223
Contact No.:	-			
Gentlemen: Please of	uote he	reunder your lowest possible price(s) for the following article(s)/work(s) which	ch are urgently ne	eded by
	-	sted that the quotation be sealed, signed and stamped in an envelope and s		
Schedule o	f Openii	ng of Bids: 10 September 2019 Time: 02:00PM Venue:	Meeting F	Room 1
QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1,000	pcs	Printing of Institutional Brochure with Insert for Dubai Expo 2020		
1,000	pcs	1 Tilling of mornational Browning was a specific		/
		(Please see attached specifications)		
	-			
		Approved Budget : PHP 100,000.00		
	<u> </u>	NOTE : Deadline of Submission of Quotation is on 09 September 2019, 5:00PM		
Payment will     Any alteration	iod: ust be Incl Il be proce ons, erasu	working days upon acceptance of Purchase/Job Order.  Justive of Value Added Tax.  ssed after receipt of invoice. Other terms of payment will be based on the Contract agreed by res or overwritings shall be valid only if they are signed or initialed by the bidder or his/her auth if any, must be submitted within 3 Days after receipt of notice.	the Purchaser and Su orized representative	upplier.
		es the right to reject any or all bids offer and waive any defects therein and accept bid/s it may	consider	
advantageous t	o the gove	rnment.	ATTY. ANNA GRA	
		wards Committee:		
Per your I/We also ce	request, ertify that	I/We have indicated the prices of the above mentioned article(s)/work(s) on the universe have read, understood and shall conform with the terms and conditions of this r	t price/amount colur equirement.	nn above.
	Date	Submitted Signature over printed name of the Author Designation:		presentative
		Telephone no.(s)		

### **SPECIFICATION FORM**

**VISUAL DESIGN DIVISION** 



SERVICE REQUEST NO.

PROJECT: CITEM		
COLLATERAL: Institutional B	rochure with Insert	
<b>DATE:</b> 20 August 2019		
SPECIFICATION:	•	
SIZE: Brochure - 7" x 10" - F	olded	
14" x 10" - s	pread	
Insert - 7" x 10"		
STOCK: Mohawk superfine eq	ggshell ultra white 216 gsm	
Mohawk superfine e	ggshell ultra white 104 gsm	
COLOR: Full Color, 2 sides p	printing	
PROCESS: Litho offset		
NO. OF PAGES: 16 pages inc	luding cover	
Insert - 2 le	aves	
BINDING: Saddle Stitch		<del>,</del>
OTHERS: CTP process		
QUANTITY:		
PENALTY:		
	ng days upon approval of digital pro	pof
Prepared by:	Recommending Approval:	Approved him
	11/2/10	Approved by:
Dindo-Habelito	MARLON DEDAL	LLA ARTHROFFELIZ DIMAANO
	Creative Arts Specialist III	Department Manager