

**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-2019-0230

**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:

**SUPPLY, INSTALLATION, DISMANTLING, AND HAULING OF  
3 UNITS OF ARTISANS VILLAGE FOR  
MANILA FAME OCTOBER 2019**

Approved Budget	: PHP 628,200.00
Pre-Bid Conference	: 10 September 2019, 02:00PM
Deadline of Submission of Eligibility Documents and Financial Bid	: 16 September 2019, 05:00PM
Opening of Bid	: 17 September 2019, 02:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, enclosed on a sealed and properly labeled envelope:

*Eligibility Documents (1<sup>st</sup> 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. Latest Income or Business Tax Return stamped and received by BIR
4. Notarized Omnibus Sworn Statement
5. 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 Five Hundred Pesos (Php 500.00) 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 email at [citembac@citem.com.ph](mailto: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: 5-Sep-19

RFQ No: 2019-0230

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 and submitted to CITEM BAC.

Schedule of Pre-Bid Conference:	10 September 2019	Time:	2:00PM	Venue:	Meeting Room 1
Schedule of Opening of Bids:	17 September 2019	Time:	2:00PM	Venue:	Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>PROJECT: MANILA FAME OCTOBER 2019</b>		
		<b>SUBJECT: ARTISANS VILLAGE AT WORLD TRADE CENTER - TENT (3 UNITS)</b>		
		<b>ESTIMATED COST: PHP 628,200.00</b>		
		<b>I. FLOORING</b>		
30.00 x 3 pavilions	sq.m.	a. 0.10m H Platform in 1/2" thk plywood in approved paint finish <i>(Rental)</i>		
		<b>II. BUILT-UP METAL STRUCTURE</b>		
1.00 x 3 pavilions	lot	a. 2"x2" in 1.50mm thk square hollow metal built-up structure with double wall 1/2 thk plywood approved paint finish. <i>See attached details for reference.</i> <i>(Rental)</i>		
		<b>III. RECEPTION AREA</b>		
1.00 x 3 pavilions	unit	a. 0.80m x 0.40m x 1.10m (h) Reception counter in 1/2" thk plywood in approved paint finish. <i>See attached details for reference. (Rental)</i>		
1.00 x 3 pavilions	unit	b. Black Barstool <i>(Rental)</i>		
		<b>IV. FOLDABLE FREESTANDING SHELVING</b>		
10.00 x 3 pavilions	units	a. Foldable freestanding shelving in 1.5"thk x 1.5"thk square hollow metal in approved paint finish with 1/2" thk plywood. <i>See details for reference.</i> <i>(Rental)</i>		
		<b>V. NEGOTIATION AREA</b>		
2.00 x 3 pavilions	units	a. Round laminated table in approved wood grain laminate finish - 90 cm in diameter <i>(Rental)</i>		
8.00 x 3 pavilions	units	b. Stackable chair <i>(Rental)</i>		
		<b>VI. ELECTRICAL</b>		
5.00 x 3 pavilions	units	a. 2 gang convenience outlet <i>(Rental)</i>		
1.00 x 3 pavilions	lot	b. Tracklight and Trackbar <i>(Installation only)</i>		
1.00 x 3 pavilions	lot	c. Wiring and Conduits <i>(Rental)</i>		

		<b>VII. GRAPHICS</b>		
<b>12.00 x 3 pavilions</b>	<b>sq.m.</b>	<b>a. Digital print sticker cut-out with transfer tape (Purchase)</b>		
<b>10.00 x 3 pavilions</b>	<b>units</b>	<b>b. Company names sticker on foam board (0.80m x 0.30m H) (Purchase)</b>		
		***** NOTHING FOLLOWS *****		
		<b>Approved Budget : PHP 628,200.00</b>		
		<b>Deadline of Submission of Eligibility Documents and Financial Bid:</b>		
		<u>16 September 2019, 5PM</u>		

**Scope of Work and Timetable:**

- 1.) The contractor shall Supply, Install, Dismantle and Haul the items listed above on the specified materials and specifications.
- 2.) The contractor shall provide proofs and swatches prior to the final fabrication for approval unless waived by an EDD representative but to guarantee the best output.
- 3.) The contractor shall ensure the durability and quality of the items.
- 4.) The contractor shall install the items properly and in good condition (without smudge, dirt, and stains and the like) on **15 OCTOBER 2019 at 8AM** and dismantle on egress on **19 OCTOBER 2019 at 7PM**.  
**ARRANGEMENTS OF INGRESS AND EGRESS WILL BE DISCUSSED DURING PRE-BIDDING CONFERENCE.**
- 5.) The contractor shall complete the installation of the items at exactly **12PM on 16 OCTOBER 2019**.
- 6.) All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise.

**Terms and Condition:**

- 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

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) \_\_\_\_\_

E-mail: \_\_\_\_\_