

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-2019-0332

**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, DELIVERY, INSTALLATION, DISMANTLING AND TWO-WAY HAULING OF
CITEM CHRISTMAS PLAYLAND 2019 GRAPHICS**

(Please see attached *Request for Quotation (RFQ) Form* for more details)

Approved Budget	: PHP 67,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 16 December 2019, 05:00PM
Opening of Bid	: 17 December 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 (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 (2nd Envelope)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative. Bids shall be valid for 120 calendar days from the date of the opening of bids.

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.

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: 12-Dec-19
RFQ No: 2019-0332

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:	N/A	Time:	N/A	Venue:	N/A
Schedule of Opening of Bids:	17 December 2019	Time:	2:00PM	Venue:	Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		PROJECT: CITEM CHRISTMAS PLAYLAND 2019		
		SUBJECT: CITEM CHRISTMAS PLAYLAND 2019 GRAPHICS		
		ESTIMATED COST: <u>PHP 67,000.00</u>		
		PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2-WAY HAULING		
		I. Christmas Cane Entrance		
1	pc	1.18m x 2.40m Printable sticker on 3mm Sintraboard		
1	pc	1.00m x 2.00m Printable sticker on 3mm Sintraboard		
		II. Christmas Gift		
4	pcs	1.65m x 1.12m Printable sticker on 3mm Sintraboard		
		III. Christmas Soldier		
3	pcs	0.47m x 2.40m Printable sticker on 3mm Sintraboard		
		IV. Christmas Tree		
1	pc	0.60m x 2.40m Printable sticker on 3mm Sintraboard		
		V. Christmas Playland		
1	pc	1.35m x 0.92m Printable sticker on 3mm Sintraboard		
		VI. Christmas House		
1	pc	1.74m x 2.40m Printable sticker on 3mm Sintraboard		
1	pc	2.10m x 2.40m Printable sticker on 3mm Sintraboard		
1	pc	1.25m x 2.40m Printable sticker on 3mm Sintraboard		
1	pc	1.70m x 2.40m Printable sticker on 3mm Sintraboard		
1	pc	2.02m x 2.40m Printable sticker on 3mm Sintraboard		
1	pc	1.02m x 2.40m Printable sticker on 3mm Sintraboard		
1	pc	2.85m x 2.40m Printable sticker on 3mm Sintraboard		
1	pc	2.55m x 2.40m Printable sticker on 3mm Sintraboard		
		VII. Christmas Playland Welcome Board		
1	pc	1.00m x 1.12m Printabe Sticker on 3mm Sintra Board		
		VIII. Christmas Train		
2	pcs	1.60m x 0.56m Printable sticker on 3mm Sintraboard		
1	pc	1.50m x 0.56m Printable sticker on 3mm Sintraboard		
1	pc	0.25m x 0.65m Printable sticker on 3mm Sintraboard		
1	pc	0.83m x 0.55m Printable sticker on 3mm Sintraboard		
1	pc	0.44m x 0.44m Printable sticker on 3mm Sintraboard		
6	pcs	0.33m x 0.33m Printable sticker on 3mm Sintraboard		
1	pc	0.50m x 0.50m Printable sticker on 3mm Sintraboard		
1	pc	0.56m x 1.20m Printable sticker on 3mm Sintraboard		
2	pcs	0.08m x 0.42m Printable sticker on 3mm Sintraboard		

		Approved Budget : PHP 67,000.00		
		Deadline of Submission of Eligibility Documents and Financial Bid: 16 December 2019, 5:00PM		

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, swatches prior to final fabrication for approval unless waived by an EDO representative but to guarantee the best output.
- 3.) The contractor shall ensure the durability and quality of the items.
- 4.) The contractor shall deliver the items properly and in good condition (without smudge, dirt, stain and the like) on or before **(18 DECEMBER 2019)**
- 5.) All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise.
- 6.) Delay of delivery or installment on the indicated date & time will call for deduction of 10% of

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: _____