

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-2019P-0349

**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:

**FABRICATION OF TOKENS FOR EXHIBITOR/BUYER CAMPAIGN AND  
CONFERENCE OF SUSTAINABILITY SOLUTIONS EXPO: F&B 2020**

*Please find attached Request for Quotation for more details.*

Approved Budget	: PHP 650,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 17 February 2020, 05:00PM
Opening of Bid	: 18 February 2020, 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.

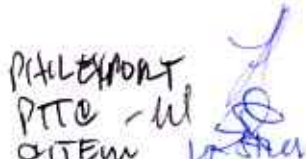
Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

**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. (02) 8-831-2201 local 309/294 or email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

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

  
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CITEM



## 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: 6-Feb-2020

RFQ No: 2019P-0349

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: 2:00PM Venue: Meeting Room 1  
 Schedule of Opening of Bids: 18 February 2020 Time: 2:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>FABRICATION OF TOKENS FOR EXHIBITOR/BUYER CAMPAIGN AND CONFERENCE FOR SUSTAINABILITY SOLUTIONS EXPO: F&amp; B</b>		
1,000	sets	<b>1. Bamboo Cutlery Set</b> Inclusions: knife, spoon, fork, chopsticks, straw and straw brush cleaner, and green canvass wrap around pouch with customized logo)		
1,000	pcs.	<b>2. Event Bag</b> 12x14 inches with customized logo/label		
		<i>Please see attached Annex A for more details of the specifications.</i>		
		<b>Approved Budget of the Contract</b> : <u>Php 650,000.00</u>		
		<b>Deadline of Submission of Eligibility Documents and Financial Bid</b> : <u>17 February 2020, 05:00PM</u>		

**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) \_\_\_\_\_

# ANNEX A

## Token: Bamboo Cutlery Set Sizes

	L	W	H	Qty	
Knife	2.00 cm	0.50 cm	20.00 cm	1	
Spoon	4.00 cm	0.50 cm	20.10 cm	1	
Fork	3.00 cm	0.50 cm	20.20 cm	1	
Chopsticks	1.50 cm	0.50 cm	20.00 cm	1	
Straw	1.00 cm	0.50 cm	20.00 cm	1	
Brush Cleaner	1.00 cm	0.50 cm	21.00 cm	1	
Pouch Opened *	18.50 cm	0.30 cm	22.00 cm	1	Color: Green
Pouch Rolled	7.00 cm	3.50 cm	22.00 cm	1	
Size of wood plate	7.00 cm	0.50 cm	2.00 cm	1	

Size of logo: 4x1.5cm

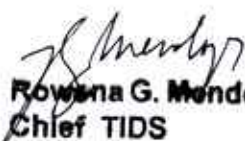
## Event Bag: Organic grocery bag

	L	W	H	Qty
Large Grocery bag	30.48 cm	0.50 cm	35.46 cm	1
Logo tag	4.00 cm	0.50 cm	2.00 cm	1

Size of Logo: 4x1.5cm

Material: Organic Cotton Mesh Cloth

Color: Cream White

  
**Rowana G. Mendoza**  
Chief TIDS