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-2019-0308

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 WOOD PLAQUES FOR THE LOYALTY AWARDEES OF CITEM'S 35TH ANNIVERSARY CELEBRATION"

(Please see attached Specifications for more details)

Approved Budget	:	PHP 140,000.00	
Deadline of Submission of Eligibility Documents and Financial Bid	:	27 November 2019, 05:00PM	
Opening of Bid	:	28 November 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
- 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.

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. 8-831-2201 local 309 or e-mail at citembac@citem.com.ph.

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



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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Blyd. Cor. Sen. Gil Puyat Avenue, Pasay City Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph



REQUEST FOR QUOTATION

ompany Nar	Date: 21-Nov-1 RFQ No: 2019-0308						
ontact No.:	_						
entlemen:							
	ote here	eunder your lowest possible price(s) for the following article(s)/work(s) which a	re urgently need	ed by			
is office. It is	s request	ted that the quotation be sealed, signed and stamped in an envelope and sub-	mitted to CITEM	BAC.			
chedule of	Openin	g of Bids: 28 November 2019 Time: 02:00PM Venue:	Meeting F	Room 1			
QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT			
28	PCS	FABRICATION OF WOOD PLAQUES FOR THE LOYALTY AWARDEES OF CITEM'S 35TH ANNIVERSARY CELEBRATION					
		(Please see attached Specifications for more details)					
		Delivery Date: 16 December 2019					
		Approved Budget : PHP 140,000.00					
		Deadline of Submission of Eligibility Documents and Financial					
		Bid is on 27 November 2019, 5:00PM					
) Payment will) Any alteration) Required doc	d: to be inclused be processed is, erasure uments, if	working days upon acceptance of Purchase/Job Order. sive of Value Added Tax. sed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the sor overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorizany, must be submitted within 3 Days after receipt of notice.	ed representative.	olier.			
ne CITEM-BAC dvantageous to			TY. ANNA GRACI BAC Chairma				
Per your re	equest, IA	ards Committee: We have indicated the prices of the above mentioned article(s)/work(s) on the unit price have read, understood and shall conform with the terms and conditions of this requ	ce/amount column				
Date Submitted		bmitted Signature over printed name of the Authoriz	Signature over printed name of the Authorized Company Representative signation:				



SOLID BLOCK OR HOLLOW WOOD CONSTRUCTION PLEASE GIVE TWO SET OF QUOTATION

