

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-0345

**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 EVENT UNIFORMS FOR CITEM EMPLOYEES
(89 pcs. Female Set of Uniforms & 41 pcs. Male Set of Uniforms)**
Please read the attached Terms of Reference for more details.

Approved Budget	: PHP 7,300.00 per set or PHP 949,000.00
Pre-Bid Conference	: 04 February 2020, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 10 February 2020, 05:00PM
Opening of Bid	: 11 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 (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. **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 (2nd Envelope)

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

Post-Qualification Documents (3rd Envelope) / Prototype

1. **List of Clienteles**
2. **Company Profile**
3. **Uniform Prototype**

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.


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: 27-Jan-2020

RFQ No: 2019P-0345

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:	<u>04 February 2020</u>	Time:	<u>2:00PM</u>	Venue:	<u>Meeting Room 1</u>
Schedule of Opening of Bids:	<u>11 February 2020</u>	Time:	<u>2:00PM</u>	Venue:	<u>Meeting Room 1</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		FABRICATION OF EVENT UNIFORMS FOR CITEM EMPLOYEES		
89	sets	Female set of uniforms <i>Approved Budget for the Contract (ABC): PHP 7,300.00 per set</i>		
41	sets	Male set of uniforms <i>Approved Budget for the Contract (ABC): PHP 7,300.00 per set</i>		
		<i>Please read the attached Terms of Reference for more details.</i>		
		Total ABC : PHP 949,000.00		
		Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents / Prototype		
		: <u>10 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) _____
 E-mail: _____

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS (CITEM)
TERMS OF REFERENCE
CITEM EVENT UNIFORM**

I. BACKGROUND

As part of CITEM's mandate to market and promote Philippines through trade fairs, creation of an event uniform to be worn during trade fairs, events, and other CITEM official functions will further strengthen awareness of the Filipino craftsmanship and boost awareness on the use of tropical fibers and handwoven materials.

II. OBJECTIVE

One of the objectives is to wear a modern Filipiniana/barong uniform to promote contemporary use of tropical fibers and/or handwoven materials as CITEM Event Uniforms to be worn during event trade fairs, and other official functions. A total of 130 employees shall be covered in the production of this uniform set. The following are required for production:

	Number	Particulars
Male	41	1 coat/blazer 1 long sleeves 1 short sleeves/polo barong 2 slacks
Female	89	1 coat/blazer 1 long sleeves/Blouse 1 dress 1 slacks/skirt
Total:	130	

III. REQUIREMENTS

1. List of clienteles;
2. Company profile of Service Provider/Supplier;
3. Uniform prototype.

IV. QUALIFICATIONS OF SERVICE PROVIDER/SUPPLIER

Interested bidders shall submit eligibility requirements, financial bid, and a designed prototype of the uniforms. Submitted documents and prototypes will be subject to post-qualitative evaluation

Prototype Design	40%
Quality of prototype	30%
Industry Experience	<u>30%</u>
Total	100%

Passing Score: 80%

**Rating sheet on Annex 1*

Designs and Prototype

Designs must have either natural fibers produced, spun, woven or knitted and finished in the Philippines.

V. BUDGET

Particulars	Cost	# of Employees	Total
Female Set of Uniforms: 1 coat/blazer 1 long sleeves/Blouse 1 dress 1 slacks/skirt	P7,300.00	89	P649,700.00
Male Set of Uniforms 1 coat/blazer 1 long sleeves 1 short sleeves/polo barong 2 slacks	P7,300.00	41	P299,300.00
GRAND TOTAL		130	P949,000.00

VI. SCHEDULE

The winning bidder shall observe the following activity schedule:

Activity	Schedule
Sizing of employees	Within 7 working days after release of Job Order from CITEM.
Delivery of event uniforms	On or before 60 calendar days after the first scheduled sizing of employees.
Resizing/repairs	Must be repaired/resized within 15 working days after delivery of uniform set.

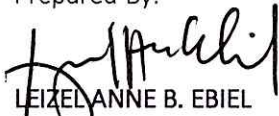
VII. TERMS OF PAYMENT

50%	Upon delivery of 50% of the total number of items per employee or 65 sets of uniform
40%	Upon delivery of the remaining items
10%	Upon return of all repaired/resized uniforms

VIII. PENALTY

A penalty of one tenth of one percent (1/10 of 1%) of the total contract price shall be deducted per day of delayed delivery.

Prepared By:


LEIZEL ANNE B. EBIEL
HRM Officer III

Reviewed and Noted By:


FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommended By:


ATTY. ANNA GRACE MARPURI
OIC-DM, Operations Group 1

Approved By:


PAULINA SUACO-JUAN
Executive Director 

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
EVENT UNIFORM 2019
Post Qualitative Evaluation

		POINTS	RATING
PROTOTYPE DESIGN (40%) <i>The design exhibited excellent representation of Filipino Craftsmanship.</i>	<i>an of</i>	40 points Excellent design representation 20 points Very good design representation 10 points Fair design representation	
QUALITY OF PROTOTYPE (30%) <ul style="list-style-type: none"> • Overall garment construction • Quality of fabric/material used 		30 points Excellent garment construction and materials used 20 points Very Good garment construction and materials used 10 points Fair garment construction and materials used	
INDUSTRY EXPERIENCE (30%) <i>Proven track record in the industry.</i>	<i>the</i>	30 points 15 years or more of industry experience (designing garments/uniforms) 20 points 10 years to 14 years of industry experience (designing garments/uniforms) 10 points 5 years to 9 years of industry experience (designing garments/uniforms)	
		TOTAL SCORE: Passing Score 80 points	

 Signature of TWG Member