

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-2020-0114

**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:

**HIRING OF A DIGITAL PRODUCTION TEAM FOR ZOOM CONFERENCE  
OF CITEM DIGITAL PROMOTIONS BRIEFING**

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

Approved Budget	: PHP 200,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 22 September 2020, 05:00PM
Opening of Bid	: 23 September 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, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

*Eligibility Documents (1st Envelope / Compressed Folder)*

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**

*Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.*

4. **Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

*Unnotarized Special Power of Attorney or Unnotarized Secretary Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.*

*Financial Bid (2nd Envelope / Compressed Folder)*

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

Bidders are encouraged to submit these documents to the BAC Secretariat online at [citembac@citem.com.ph](mailto:citembac@citem.com.ph) or at CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed an hour before the date and time of the Opening of Bids indicated above.

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



## 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: 18/09/2020

RFQ No: 2020-0114

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 submitted to CITEM office or in a compressed folder submitte at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

**Schedule of Opening of Bids:** 23 September 2020    **Time:** 2:00PM    **Venue:** Zoom

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<b>HIRING OF A DIGITAL PRODUCTION TEAM FOR ZOOM CONFERENCE OF CITEM DIGITAL PROMOTIONS BRIEFING</b>		
		<i>Inclusions: Scriptwriter, Graphic Designer, Floor Director and Technical Director</i>		
		<b><u>Deliverables</u></b>		
		1. Content and Visual Production		
		Produce the key visuals, program script and other multimedia requirement for the DPB program, subject to CITEM direction and approval.		
		2. Floor Direction and Technical Direction		
		a. Manage the program to ensure correct and timely execution of presentations and cuing of resource persons. The service provider should also ensure that visual and auditory aspects of the program are well executed.		
		b. Manage breakout sessions/rooms for specific audience groups (max of 5), which will be identified by CITEM.		
		<b>Approved Budget for the Contract : <u>Php 200,000.00</u></b>		
		<b>Deadline of Submission of Eligibility and Financial Documents is <u>on or before 22 September 2020, 5:00PM.</u></b>		

**Terms and Conditions:**

- 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**

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) \_\_\_\_\_