

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-2021-0155P

**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:

**INTERNATIONAL COURIER SERVICE FOR THE PTIC-LA HYBRID B2B EVENT  
IN LOS ANGELES, USA**

*(Please see attached Request for Quotation Form for more detailed specifications.)*

Approved Budget for the Contract	: PHP 250,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 22 February 2022, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 23 February 2022, 02:00PM

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

The *Notice of Award* shall only be issued to the lowest calculated and responsive 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**  
*Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.*
- 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's 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.**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. Online submission to the BAC Secretariat through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). 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 Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as 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



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

## 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: 15 February 2022  
RFQ No.: 2021-0155P

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 or compressed folder and submitted to CITEM BAC / [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

<b>Deadline of Submission of Eligibility Documents, Financial Bid: <u>22 February 2022</u></b>	<b>Time: <u>05:00PM</u></b>	
<b>Schedule of Opening of Eligibility Documents and Financial Bid: <u>23 February 2022</u></b>	<b>Time: <u>02:00PM</u></b>	<b>Venue: <u>ZOOM</u></b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p><b>INTERNATIONAL COURIER SERVICE FOR THE PTIC-LA HYBRID B2B EVENT IN LOS ANGELES, USA</b></p> <p><i>(Please see attached Commercial Invoice / Packing List for complete product details)</i></p> <p><b>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 250,000.00</u></b></p> <ul style="list-style-type: none"> <li>- Door to Door delivery by Air</li> <li>- Manila, Ph – Los Angeles, USA</li> <li>- Estimated Total Weight: min. 100 kg; max. 110kg</li> </ul> <p><b>Point of Origin:</b> Center for International Trade Expositions and Missions Golden Shell Pavilion, Roxas Blvd. corner Sen. Gil Puyat Avenue, Pasay City, Metro Manila 1300 Philippines</p> <p><b>Recipient and Destination:</b> Eric C. Elnar, Trade Commissioner Philippine Trade and Investment Center Philippine Consulate General – Los Angeles 3250 Wilshire Boulevard, Suite 602, Los Angeles, CA 90010 Tel. No. (213) 388-1029/388-8376 Email: <a href="mailto:ericelnar@dti.gov.ph">ericelnar@dti.gov.ph</a>; <a href="mailto:losangeles@dti.gov.ph">losangeles@dti.gov.ph</a></p> <p><b>Target delivery date to destination:</b> 28 February 2022</p> <p><b>Courier Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Must provide appropriate secondary / tertiary packaging to ensure items arrive in good condition at destination</li> <li>- Must pick up the items for shipment in CITEM</li> <li>- Must provide status update on shipment</li> </ul>		

**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 overwriting 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).: \_\_\_\_\_  
Email: \_\_\_\_\_















COMMERCIAL INVOICE / PACKING LIST



CITEM.STR.TP.002  
REV 3



Exhibitor/Shipper: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion Sen. Gil Puyat Ave. corner Roxas Blvd. Brgy. 76 Pasay City			Consignee: Eric C. Elnar Philippine Trade and Investment Center Philippine Consulate General - Los Angeles 3250 Wilshire Boulevard, Suite 602 Los Angeles, CA 90010						Disposition Plan: A: Re-export after exhibition B: Dispose / Consume C: Given Away D: Sell									
Master Box No.	Quantity	Description of Contents	Photo Per Item	Harmonized Code	Master Box Weight		Master Box Dimension in cm			CBM	Unit Price FOB US\$	Total Value FOB US\$	Status A B C D					
					Gross in kgs.	Net in kgs	L	W	H									
<b>MUY BIEN VENTURES</b>																		
1	20	Turmeric ginger lemongrass 200g		4806526860250	12.6	11.6	39	24	38.5	0.036	USD 3.00	USD 60.00				X		
	20	Turmeric juice with calamansi 200g		4806526860281							USD 3.00	USD 60.00				X		
	20	Turmeric juice drink 200g		4806526860229							USD 3.00	USD 60.00				X		
<b>FRANCIS JACOB'S GOURMET FOODS</b>																		
	1	Jacob's Gourmet Foods Whole Tuyo/Classic		4806537210068							USD 5.84	USD 5.84				X		
	1	Jacob's Gourmet Foods Whole Tuyo/Sweet N Spicy		4806537210075							USD 5.97	USD 5.97				X		
	1	Jacob's Gourmet Foods Whole Tuyo/The Bomb		4806537210082							USD 6.04	USD 6.04				X		
	1	Jacob's Gourmet Foods Tuyo Flakes/Classics		4806537210112							USD 3.54	USD 3.54				X		
	1	Jacob's Gourmet Foods Tuyo Flakes/Sweet N Spicy		4806537210105							USD 3.60	USD 3.60				X		

1	1	Jacob's Gourmet Foods Tuyo Flakes/The Bomb		4806537210099	4.5	4	42.5	28	14	0.0167	USD 3.67	USD 3.67			X	
	1	Jacob's Gourmet Foods Crispy Dilis/ Classic		4806537210006							USD 5.81	USD 5.81			X	
	1	Jacob's Gourmet Foods Crispy Dilis/Sweet N Spicy		4806537210013							USD 6.14	USD 6.14			X	
	1	Jacob's Gourmet Foods Crispy Dilis/ The Bomb		4806537210020							USD 6.34	USD 6.34			X	
	1	Jacob's Gourmet Foods Sukang Sinamak-Classic		4806537210242							USD 5.17	USD 5.17			X	
	1	Jacob's Gourmet Foods Sukang Sinamak-The Bomb		4806537210259							USD 5.51	USD 5.51			X	
	1	Jacob's Gourmet Foods Garlic Chili		4806537210211							USD 5.24	USD 5.24			X	
	1	Jacob's Gourmet Foods Sukang Masarap-Classic		4806537210228							USD 4.00	USD 4.00			X	
	1	Jacob's Gourmet Foods Sukang Masarap-The Bomb		4806537210235							USD 4.34	USD 4.34			X	
	1	Jacob's Gourmet Foods Special Bagoong Bagnet - Classic		4806537210129							USD 4.67	USD 4.67			X	
	1	Jacob's Gourmet Foods Special Bagoong Bagnet - The bomb		4806537210136							USD 5.01	USD 5.01			X	

GERMANOS															
1	3	Germano's chilli garlic in olive oil 4oz		2103.9	.78	.50	20	9	10.5	0.0019	USD 2.20	USD 6.6			X
SL AGRITECH															
1	1	Dona Maria Jasponica White Rice 1 kg		1006303	12.4	11.4	39	37	32	0.0462	USD 1.58	USD 1.58			X
	1	Dona Maria Jasponica Brown Rice 1 kg		1006303							USD 1.58	USD 1.58			X
	1	Dona Maria Jasponica White Rice 2 kg		1006303							USD 3.05	USD 3.05			X
	1	Dona Maria Jasponica Brown Rice 2 kg		1006303							USD 3.05	USD 3.05			X
	1	Dona Maria Miponica White Rice 2 kg		1006303							USD 3.05	USD 3.05			X
	1	Dona Maria Miponica Brown Rice 2 kg		1006303							USD 3.05	USD 3.05			X
	5	Dona Maria Brown Rice Puff - Cheddar Cheese		1006303							USD 0.60	USD 3.00			X
	5	Dona Maria Brown Rice Puff - Western BBQ		1006303							USD 0.60	USD 3.00			X
ZIGMUND															
1 of 3	20	Calamansi Juice Concentrate with honey		120001	15.5	15	37.465	30.48	19.685	0.0225	USD 2.00	USD 40.00			X
2 of 3	20	Calamansi-Ginger Juice Concentrate with honey		220002	15.5	15	37.465	30.48	19.685	0.0225	USD 2.50	USD 50.00			X
3 of 3	20	Calamansi-Ginger-Turmeric Juice Concentrate with honey		320003	15.5	15	37.465	30.48	19.685	0.0225	USD 2.75	USD 55.00			X

HIJO RESOURCES CORPORATION															
1	20	Hijo Superfoods Coco Sugar 250G		1702.90.	17	16	56.5	46.5	21	0.0552	USD 1.00	USD 20.00			X
	20	Hijo Superfoods Banana Flour 500G		1106.30.20.							USD 1.00	USD 20.00			X
<b>TOTAL</b>		TOTAL Boxes (8 Boxes)			93.78	88	309.40	235.94	175.06	0.2234		USD 473.85			

Note: Original copy to be submitted together with the goods.

The exhibitor certifies that the above goods are of Philippine origin and intended for display at the exhibition site. The exhibitor authorizes CITEM and their agent, in his name and behalf, to prepare any export documentation to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage.

The exhibitor further agrees to pay Freight Forwarding / Courier Charges, Storage Fees, Customs Duties & Taxes and other incidental charges (if applicable) Fifteen (15) working days upon receipt of Statement of Accounts from Forwarder. The exhibitor certifies that it has counted, packed and sealed the goods and shall assume full liability for any misdeclaration / negligence, which could be ground for the exhibitors to be blacklisted from participating in any DTI/CITEM organized trade fairs and selling missions. The exhibitor assumes full responsibility for any illegal or prohibited items under the law of the Philippines and the country of destination.

**"No commercial value - For exhibit use only"**

By the Exhibitor: OTFFOI & BCSE

Authorized Signature \_\_\_\_\_  
 Name KATRINA PINEDA  
 Date 09/02/2022

By Project Manager: OPERATIONS GROUP 2

Authorized Signature \_\_\_\_\_  
 Name ROWENA MENDOZA  
 Date 09 February 2022

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS  
 Golden Shell Pavilion, Roxas Blvd. 1300 Pasay City, Philippines  
 Tel: 833-1256 Fax: 833-1284 Email: stredo@citem.com.ph