

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-2022-0065

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:

**SUPPLY, INSTALLATION, DISMANTLING AND HAULING OF BUILT-UP DISPLAY STRUCTURE FOR
IFEX MARKET TESTING**

(Please see attached Request for Quotation Form and Layout for more details.)

| | |
|---|--------------------------------|
| Approved Budget for the Contract | : PHP 112,896.00 |
| Deadline of Submission of Eligibility Documents and Financial Bid | : 13 June 2022, 05:00PM |
| Opening of Bid | : 14 June 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.

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 Mayor's 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. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents and Financial Bid as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

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
 Lease of Real Property and Venue
 Small Value Procurement with ABC of Php 50,001 and above
 Others:

Date: 09 June 2022

Company Name: _____

RFQ No.: 2022-0065

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.

| | |
|--|--|
| Deadline of Submission of Eligibility Documents and Financial Bid: <u>13 June 2022</u> | Time: <u>05:00 PM</u> |
| Schedule of Opening of Bid: <u>14 June 2022</u> | Time: <u>02:00 PM</u> Venue: <u>Zoom</u> |

| QTY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION | UNIT PRICE | AMOUNT |
|---------------------------|-------|---|------------|--------|
| 1 | lot | TITLE: SUPPLY, INSTALLATION, DISMANTLING AND HAULING OF BUILT-UP DISPLAY STRUCTURE FOR IFEX MARKET TESTING APPROVED BUDGET FOR THE CONTRACT: <u>PHP 112,896.00</u> | | |
| <u>Inclusions:</u> | | | | |
| 1.00 | lot | I. MOBILIZATION, INSTALLATION, HAULING AND DELIVERY | | |
| 1.00 | lot | II. BUILT-UP STRUCTURE a. 1.80m x 0.60m x 2.35m H Built-up Display Structure in particle board in 50mm thickness with approved laminate finish in PVC matching edging, mechanism, heavy duty caster wheel, with lock and key and supply and installation of rental TV with USB port, other accessories see attached details (Purchase) | | |
| | | II. GRAPHICS | | |
| 1.50 | sq.m | a. Sticker cut-out (see attached details) Purchase | | |
| 1.00 | sq.m | b. Foam board with printable sticker signage (see attached details) Purchase | | |
| 6.00 | units | c. A4 size foam boards (see attached details) Purchase | | |
| 8.00 | sq.m | d. Tarpaulin Printing with framing Purchase | | |
| | | IV. ELECTRICAL | | |
| 3.00 | units | a. 2 gang convenience outlet Purchase | | |
| 16.00 | units | b. PMN LED Strip light Eye Protection (with EU plug) 220V AC Waterproof Daylight 1m Purchase | | |
| 1.00 | lot | c. Wiring and conduits | | |

Scope of Work:

- The contractor shall Supply, Install, Dismantle and Haul the items listed above on the specified materials and specifications.
- The contractor shall provide proofs and swatches prior to final fabrication for approval unless waived by an EDD representative but to guarantee the best output.
- The contractor shall ensure the durability and quality of the items
- The contractor shall install the items properly and in good condition (without smudge, dirt, and stains and the like) on 18 June 2022 at 8am and egress on 27 June 2022 at 7pm.
- The contractor shall complete installation of the items at exactly 12mn on June 19, 2022 at Glorietta Activity Center, Makati
- All above item/s is/are the property of CITEM after the event unless indicated as rental

Terms and Conditions:

- Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- Bid price must be **Inclusive of Value Added Tax**.
- Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 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: _____

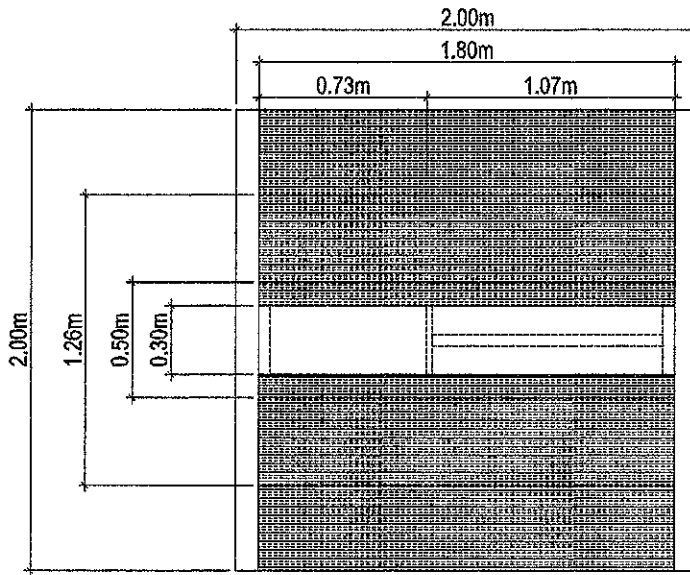


Top view

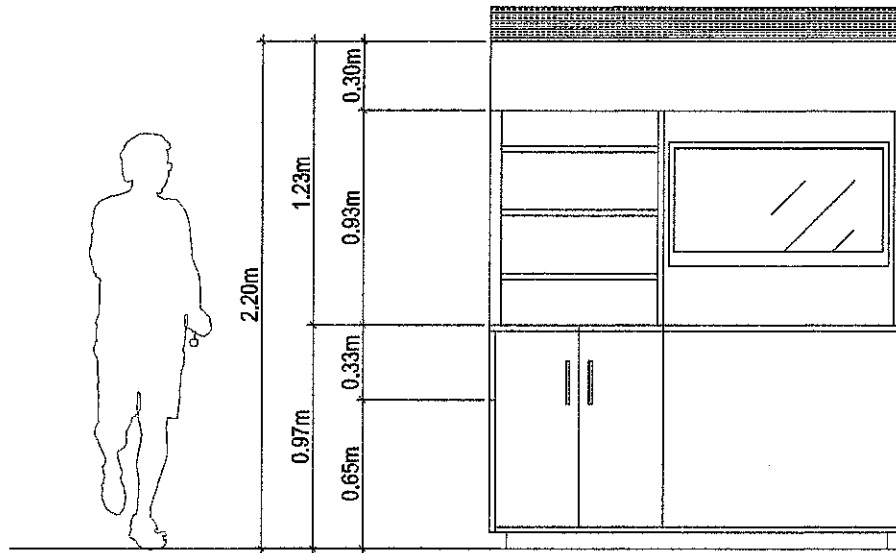
After show set-up

*ok structure
get approval to
follow*

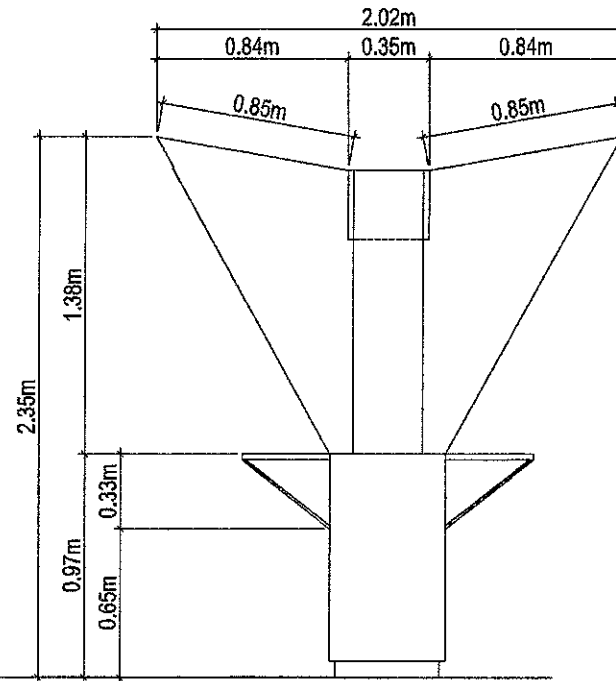
| | | | | | |
|--|---|--|--------------------------|---|--|
| <p>EXPERIENCE DESIGN DIVISION</p> | <p>PROJECT: IFEXPhilippines 2022 - NXTFOOD PHILIPPINES</p> | <p>SHEET CONTENTS:</p> <p>PERSPECTIVE</p> | <p>KATHLEEN S. LOGAN</p> | <p>RECOMMENDING APPROVAL:</p> <p>ROWENA M. MENDOZA CIC - DEPARTMENT MANAGER 002</p> | <p>APPROVED / COMMENTS:</p> <p>PAULINA S. ACAS JUAN EXECUTIVE DIRECTOR</p> |
| | <p>TITLE: KALAKAL</p> | | | | |



FLOOR PLAN



FRONT ELEVATION



SIDE ELEVATION

CDEM
EXPERIENCE
DESIGN DIVISION

| | |
|-----------|--|
| PROJECT: | IFEXPhilippines 2022 - NXTFOOD PHILIPPINES |
| TITLE: | KALAKAL |
| LOCATION: | GLORIETTA, ACTIVITY CENTER, MAKATI CITY |

| | |
|-----------------|------------|
| SHEET CONTENTS: | FLOOR PLAN |
|-----------------|------------|

| | |
|------------------------|---------------------------------------|
| RECOMMENDING APPROVAL: | <i>[Signature]</i> KAYSONG FLORESA |
| SHEET NO.: | 2 OF 2 |
| REVISION: | |

| | |
|------------------------|--|
| RECOMMENDING APPROVAL: | <i>[Signature]</i> ROWENA G. MENDOZA OIC - DESIGN MANAGEMENT - DSD |
| RECOMMENDING APPROVAL: | <i>[Signature]</i> NORMAN D. BAGULBARIL OIC - DEPARTMENT MANAGER - CSD |

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|----------------------|--|
| APPROVED / COMMENTS: | <i>[Signature]</i> PAULINA SUACO-JUAN EXECUTIVE DIRECTOR |
|----------------------|--|

DATE / TIME:
June 02, 2022