

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-2023-0052-R2

**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:

PRINTING OF LABELS FOR VFIP/NXTFOOD PH

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

Approved Budget for the Contract	: PHP 82,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 23 October 2023, 05:00PM
Opening of Bid	: 24 October 2023, 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 link will be released on the actual day of the procurement activity.

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)

- Mayor's Permit for the current year or for individuals exercising a profession, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.
- 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.
- 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 / 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:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- 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 Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue Others: _____

Date: 19 October 2023
RFQ No.: 2023-0052-R2

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.

Deadline of Submission of Eligibility Documents and Financial Bid: 23 October 2023	Time: 05:00PM
Schedule of Opening of Bids: 24 October 2023	Time: 02:00PM Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	PRINTING OF LABELS FOR VFIP/NXTFOOD PH <i>(Please see attached Specification Matrix for more details.)</i> TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP82,000.00</u> 60 pieces per layout (minimum):		
		Eight (8) layouts of Sticker Printing ABC: <i>PHP15,000.00</i>		
		Two (2) layouts of Sticker with Gold Foil Printing ABC: <i>PHP41,100.00</i>		
		Two (2) layouts of Carton Printing ABC: <i>PHP25,900.00</i>		
		Notes: - Within two (2) days (max) after receipt of Notice of award: supplier's submission of sample printed label/s and packaging of the approved design to CITEM prior to full production - Delivery of complete labels and packaging: 2-3 days after CITEM's approval of the sample printed label and packaging - Prices must be inclusive of VAT and other charges		

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: _____

VFIP Products Printing Requirements															
Company Name	Products	LABEL			PACKAGING			Notes	Type of Existing Packaging Structure	Printing Process (Digital vs Offset)	Exposure to:	Recommended Label/Material Type	Paper/Label Gauge	Label/Material Finish & Detailing	Other specifications
		Label Size/s (WXH)	Print Material	Special Feature	Packaging Size (boxes, etc.)	Print Material	Special Feature								
CARTON															
Harito Food Products	Biscocci Toasted Coconut Biscuits				1: 12 x 12 in 2: 18 x 12 in	Foldouts with diecut and assemble - size is spread size	matte print w/ spot gloss	Barcode needed	Plastic Packs						
Blue Macay Food Manufacturing Corp	Bleu du Ciel Chicken Paella Mix	41x 5" x 75" inch	Laminated Matte print		4inch. x 5inch. x .75inch.	Direct print on paper board			Carton box	Digital Printing	Moisture	Direct print on paper board	350 gsm	Matte Lamination, full color print	2 sizes, same material
STICKER LABELS WITH GOLD FOIL PRINTING															
Amazing Foods	CocoToffi	19.5 x 3 cm 21.2 x 5.5 cm	Laminated Matte Waterproof vinyl sticker	with gold foil blocking	-	-	-	No product sample	Glass Jar	Digital Printing	Refrigeration, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination and gold foil blocking on rectangle bags	N/A
Palaweny	Flip Beer	15.8 x 9.3 cm	Laminated Matte Water Proof	Embossed Gold Product Name	-	Laminated Matte Water Proof	-	Barcode needed	Glass Bottle	Digital Printing	Refrigeration, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination, full color print; Gold foil print-Product Name "FLIP"	N/A
STICKER LABELS															
Cocoplus	CoCoChoc Skimmed Coconut Milk with Chocolate	17 cm x 4.8 cm, 3.5 cm x 3.5 cm	Laminated Matte Water Proof and transparent waterproof sticker	-	Stretch film plastic wrap	-	-	Barcode needed	Frosted Bottle	Digital Printing	Refrigeration, moisture	Vinyl waterproof sticker	212 gsm	Matte lamination	Some materials for the bottle cap
Sagada Celler Door	Purple Mountain – Black Violet Rice Beer	16.6 x 7.9 cm	vinyl sticker with matte lam, full color		-	vinyl sticker with matte lam, full color	-	Barcode needed; needs product sample sent	Tall Amber Beer bottle	Digital Printing	Refrigeration, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination, full color print	N/A
Escaba Food Products	Escaba Fruweets	5.6 x 8.5 cm with rounded corners	clear sticker with glossy lam, with white ink, with rounded corners		-	clear sticker with glossy lam, with white ink, with rounded corners	-	Barcode needed	Oval Glass Jar	Digital Printing	Refrigeration, moisture	Clear sticker, preferably Technova "Nova" sticker	225 gsm	Glossy lamination, with white ink	With rounded corners
Nature's Dew Enterprise	L'ickies Crunchy Pickled Veggies	22.23 cm x 4.45 cm	Laminated Matte Sticker						Glass Jar	Digital Printing	Refrigeration, moisture, oils	Vinyl waterproof sticker	212 gsm	Matte Lamination, full color print	N/A
Pasiolco Agri ventures	L'Xir O'Samba (Oregon-Sambong-Banaba) Fermented Herbal Tonic Vinegar	14.5cm x 15.5 cm	Laminated Matte Sticker						Glass Bottle	Digital Printing	Oils, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination	N/A
	L'Xir BaBaPepe (Bayleaf-Basil-Peppercoms) Fermented Herbal Tonic Vinegar	14.5cm x 15.5 cm	Laminated Matte Sticker						Glass Bottle	Digital Printing	Oils, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination	N/A
	L'Xir Lemong-G (Lemongrass-Guava & Guayabano Leaves) Fermented Herbal Tonic Vinegar	14.5cm x 15.5 cm	Laminated Matte Sticker						Glass Bottle	Digital Printing	Oils, moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination	N/A
JPM Eco farm	AP Moringa Chunks	13.5cm x 17.5 cm	Laminated Matte Sticker						Resealable Pouch	Digital Printing	Moisture	Vinyl waterproof sticker	212 gsm	Matte Lamination	N/A