

**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-2024-0038**

**NOTICE TO CONDUCT PROCUREMENT OF GOODS  
AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING  
SERVICES TO BE PROCURED AND PERFORMED OVERSEAS**

Pursuant to GPPB-Resolution No. 28-2017 dated 31 July 2017, the Center for International Trade Expositions and Missions (CITEM), through its Bids and Awards Committee (BAC), hereby issues this **Early Procurement Activity (EPA)** Notice for:

**SPACE RENTAL FOR THE PHILIPPINE PARTICIPATION IN  
SIAL PARIS 2024**

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

**Approved Budget for the Contract: PHP4,191,075.00 or EUR66,525.00**

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/218 or fax no. 834-0177/8331284 or e-mail at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).



**ATTY. ANNA GRACE I. MARPURI**  
Chairman, CITEM-BAC

## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **14 February 2024**

Company Name: \_\_\_\_\_

RFQ No.: **2024-0038**

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.


<i>Deadline of Submission of Quotations:</i> <b>19 February 2024</b>	<i>Time:</i> <b>05:00PM</b>
<i>Schedule of Opening of Bids:</i> <b>20 February 2024</b>	<i>Time:</i> <b>02:00PM</b> <i>Venue:</i> <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
110	sqm	<p style="text-align: center;"><b>SPACE RENTAL FOR THE PHILIPPINE PARTICIPATION IN SIAL PARIS 2024</b></p> <p style="text-align: center;">TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>PHP 4,191,075.00 or EUR 66,525.00</u></p> <p><i>Date/Schedule:</i> 19-23 October 2024 <i>Inclusions:</i></p> <ol style="list-style-type: none"> <li>1. Bare Area, 110sqm <i>ABC: EUR316.00 per sqm or a total of EUR34,760.00</i></li> <li>2. 4 Sides Open, 1x110sqm <i>ABC: EUR92.00 per sqm or a total of EUR10,120.00</i></li> <li>3. Compulsory Stand Cleaning, 1x110sqm <i>ABC: EUR5.50 per sqm or a total of EUR605.00</i></li> <li>4. Pack Business <i>ABC: EUR1,260.00</i></li> <li>5. Tenant Risk / Property Damage Insurance Policy <i>ABC: EUR880.00</i></li> <li>6. Co-Exhibitor Registration Fees, 15 co-exhibitors <i>ABC: EUR1,260.00 or a total of EUR18,900.00</i></li> </ol>		

**Terms and Conditions:**

- 1) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.
- 2) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by CITEM and Supplier.
- 3) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.

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: \_\_\_\_\_