

**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-2019-0311**

**REQUEST FOR QUOTATION  
(SHOPPING)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**PURCHASE OF CHRISTMAS PACKAGE**

*Please see attached Request for Quotation Form for more details.*

<b>Approved Budget</b>	<b>: PHP 700,000.00</b>
<b>Deadline of Submission of Bid</b>	<b>: 04 December 2019, 5:00 PM</b>
<b>Opening of Bid</b>	<b>: 05 December 2019, 2:00 PM</b>

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below enclosed on a sealed and properly labeled envelope:

*Eligibility Documents (1<sup>st</sup> Envelope)*

- 1. Mayor's Permit for the current year**
- 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.*

*Financial Bid (2<sup>nd</sup> Envelope)*

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative. Bids shall be valid for 120 calendar days from the date of the opening of bids.**

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

**A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) may also be paid at the CITEM Cashier Office for the bidding documents.**

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. 8312201 local 309/294 or e-mail 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 : \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

Date: 25-Nov-19  
 RFQ No: 2019-0311

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 and submitted to CITEM BAC.

Schedule of Opening of Bids: 05 December 2019 Time: 2:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
175	pcs.	CHRISTMAS PACKAGE (PHP 4,000.00 PER PACKAGE)		
		<i>with bag and must include the following:</i>		
175	pck	Spaghetti Pasta (1 kg)		
350	pck	*Elbow Macaroni (400 kg)		
350	pck	*Spaghetti Sauce (1 kg)		
350	can	*Luncheon Meat (less fat/salt) 340 g		
350	can	*Fruit cocktail (heavy syrup) 822 - 850 g		
350	pc	*All Purpose Cream 250 ml		
350	pc	*Condensed Milk 300 ml		
350	can	*Tidbits Pineapple 822 g		
350	can	*Corned Beef 260 g		
175	jar	Regular mayonaise 470 ml		
175	jar	Sandwich spread (chicken, ham, tuna, bacon) 470 ml		
350	pck	*Sliced cheese 120 - 250 g		
175	pc	Cheeseball 500 g		
175	pck/bag	Assorted Chocolates		
175	btl	Sparkling wine		
		*Quantity: Two (2) per employee		
		Delivery Date: 13 December 2019		
		<b>Approved Budget</b>		
		: <u>PHP 4,000.00 PER PACKAGE OR PHP 700,000.00</u>		
		<b>Deadline of Submission of Eligibility Documents &amp; Financial Bid</b>		
		: <u>04 December 2019, 05:00PM</u>		

**Terms and Condition:**

- 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

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) \_\_\_\_\_  
 E-mail: \_\_\_\_\_