

**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-2019-0302**

**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:

**“HIRING OF OFFICIAL BOOTH AND VENUE ENHANCEMENTS  
CONTRACTOR FOR NATIONAL EXPORT CONGRESS 2019”**

Approved Budget	: PHP 150,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 25 November 2019, 05:00PM
Opening of Bid	: 26 November 2019, 02:00PM

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 or for individuals, BIR Certificate of Registration**
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**
4. **Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**
5. **Company Profile**
6. **List of Projects whether held WTC, SMX, PICC as official booth contractor**
7. **List of Clients with necessary information (i.e. contact no., contact person and email address)**

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

1. **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

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.

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



## REQUEST FOR QUOTATION

Shopping with ABC of Php 50,001 and above  Small Value Procurement with ABC of Php 50,001 and above

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

Date: 14-Nov-19  
RFQ No: 2019-0302

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: 26 November 2019 Time: 02:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<b>HIRING OF THE OFFICIAL BOOTH AND VENUE ENHANCEMENTS CONTRACTOR FOR THE NATIONAL EXPORT CONGRESS 2019</b>		
		Project: National Export Congress 2019		
		Estimated Cost: <b>PHP 150,000.00</b>		
		<b>Technical Specifications:</b>		
		<b>A. 24 units 2M x 2M STANDARD ALUMINUM BOOTH SYSTEMS (RENTAL)</b>		
		4 sqm Dark Gray / Black Carpet		
		2 units Shelvings		
		2 units Spotlights		
		2 units Negotiation Chair		
		1 unit Negotiation Counter		
		1 Company Name Facia Board		
		1 unit Trash Bin		
		1 unit 3-gang Electrical Outlet with 300W allotment		
		<b>B. SITEWORKS AND LOGISTICS</b>		
		Hauling, Installation, Dismantling, and Manpower		
		<i>(Please see attached Terms of Reference for more details)</i>		
		<b>Approved Budget : <u>PHP 150,000.00</u></b>		
		<b>Deadline of Submission of Eligibility Documents and Financial Bid is on 25 November 2019, 5:00PM</b>		

**Scope of Work:**

- 1.) The contractor shall Supply, Install, Dismantle and Haul the Items listed above on the specified materials and specifications.
- 2.) 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.
- 3.) The contractor shall ensure the durability and quality of the items.
- 4.) The contractor shall install the items properly and in good condition (without smudge, dirt, and stain and the like) on **06 DECEMBER 2019 at 12 am** and egress on **06 DECEMBER 2019 at 8 pm**.  
**(ARRANGEMENTS OF INGRESS AND EGRESS WILL BE DISCUSSED DURING PRE-BIDDING)**
- 5.) The contractor shall complete installation of the items at exactly **6 am** on **06 DECEMBER 2019**.
- 6.) All above item/s is/are rental unless indicated as Purchase.

**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) \_\_\_\_\_

## TERMS OF REFERENCE

### 1. PROJECT TITLE

#### **HIRING OF NATIONAL EXPORT CONGRESS OFFICIAL BOOTH AND VENUE ENHANCEMENTS CONTRACTOR**

### 2. OBJECTIVES

- 2.1 To hire an Official Booth Contractor (OBC) that can provide a service package of high-quality and highly maintained booths whether aluminum based or custom fabricated booths and booth amenities;
- 2.2 To hire an Official Contractor who can execute customized and fabricated pavilions/special setting and organizers areas;
- 2.3 To hire an Official Contractor to act on on-site logistics and incidental requirements for electrical, specialized lighting, warehousing, logistics, carpet and aisle carpet supply, installation and dismantling, etc.;
- 2.4 To hire an Official Contractor to execute the electrical, and venue enhancements in support of the exhibition design of the show.

### 3. WHO ARE ELIGIBLE TO PARTICIPATE

- 3.1 Must have experience in mounting shows in major Exhibition/ Convention center (e.g. World Trade Center Metro Manila, SMX Convention Center, Philippine International Convention Center, etc.)
- 3.2 Must be legally, financially and technically capable.
- 3.3 Must be in the exhibition business as an aluminum booth contractor for at least 5 years.
- 3.4 Must not be blacklisted or barred from bidding by any government agency, department, office or corporation.

### 4. SCOPE

The OBC will have the overall responsibility in fabricating/ mounting of the following components/ areas:

1. NEC Aluminum System Booths (Annex A)
2. Siteworks and Logistics

The OBC shall also be the Official Utility Contractor of the show who has the overall responsibility for any electrical and water requirements.

### 5. DOCUMENTARY REQUIREMENTS

Interested bidders should submit the following documents enclosed in a separate envelope:

- 5.1 List of Projects whether held WTC, SMX, PICC as official booth contractor
- 5.2 List of Clients with necessary information (i.e. company, contact person and contact number)
- 5.3 Company Profile

## 6. BUDGET

The total approved budget for the contract (ABC) is **Php150,000.00** (tax inclusive) with breakdown estimates as follows:

6.1 Total estimated **ALUMINUM SYSTEM BOOTH** budget is **Php134,400** (tax inclusive) with a total estimated number of booths of:

- 24 units at 4 sq.m each;

*Please see Annex A for the required **BOOTH DESIGN** with amenities.*

6.2 Total approved budget for Siteworks and logistics is **Php15,600.00**.

## 7. METHOD OF QUOTATION

- 7.1 The qualified bidders shall provide in their proposal for item 6.1 (ALUMINUM SYSTEM BOOTH) a per square meter basis which should **NOT** exceed the rate of **Php1,400.00/sq.m** inclusive of all applicable government taxes;
- 7.2 The qualified bidder shall submit their ALL-IN proposal per line item for items 6.1 to 6.2
- 7.3 That the total quotation of the bidder shall not exceed the **TOTAL** approved budget.


## 8. SELECTION METHOD

**The contractor who offered the TOTAL LOWEST CALCULATED BID shall be recommended as the winning bidder.**


## 9. PENALTY

- a. In case of breach or failure to comply with the timeline to be discussed with the bidders, a deduction shall be imposed equivalent to one percent (1%) of the total contract price for every hour of delay.
- b. Likewise, in case of poor or substandard quality of work and **unapproved** deviation from specifications, a deduction shall be imposed equivalent to 10% of the amount of the component.
- c. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, the procuring entity shall rescind the contract without prejudice to other course of action and remedies open to it.

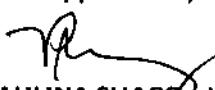
Prepared by:

  
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STIDS, EDD

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Department Manager, CCSD

Approved by:

  
**PAULINA SUACO JUAN**  
Executive Director, CITEM



ANNEX A



STANDARD BOOTH SYSTEM



AMENITIES

- CARPET - 1 LOT
- BOOTH STRUCTURE - 1 LOT
- SYSTEM COUNTER - 1 UNIT
- SHELVING - 2 UNITS
- CHAIRS - 2 UNITS
- SPOTLIGHTS - 2 UNITS
- CONVENIENCE OUTLET - 1 UNIT
- COMPANY NAME - 1 UNIT
- TRASH BIN - 1 UNIT

DIMENSIONS

