

**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-2019-0258**

**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 Notice for the requirement:

**HIRING OF COMPANY TO PROVIDE THE FOLLOWING STAND ASSISTANTS  
TO ASSIST THE PHILIPPINE EXHIBITOR - COMPANIES OF ANUGA 2019:**

- 1. Service Hostess**  
*Must be able to speak English and German.*
- 2. Product Presenter**  
*Must be able to speak English and German.*
- 3. Semi-Professional Interpreter**  
*Must be able to speak English, French, and German*

***Approved Budget: EUR 4,000.00 OR PHP 240,000.00***

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)

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

Date: 3-Oct-19  
RFQ No: 2019-0258

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: 04 October 2019 Venue: \_\_\_\_\_ Meeting Room 1 Time: 2:00 PM

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>Hiring of Company to Provide the following Stand Assistants to Assist the Philippine Exhibitor - Companies of Anuga 2019</b>		
		Date: 05 - 09 October 2019		
		Time: 9:30AM to 6:30PM		
		Location: Koelnmesse, Cologne, Germany		
1	pax	<b>1. Service Hostess</b>		
		- Must be able to speak English and German		
1	pax	<b>2. Product Presenter</b>		
		- Must be able to speak English and German		
1	pax	<b>3. Semi-Professional Interpreter</b>		
		- Must be able to speak English, French, and German		
		<b>Approved Budget : EUR 4,000.00 OR PHP 240,000.00</b>		
		<b>Note: Deadline of Submission of Quotation is on 04 October 2019, 11:00AM</b>		

**Terms and Conditions:**

- The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.
- 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 overwritings 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): \_\_\_\_\_