

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-2019-0275

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 STRUCTURAL EVALUATION AND INVESTIGATION SERVICES
FOR THE GOLDEN SHELL PAVILION**

Approved Budget	: PHP 300,000.00
Pre-Bid Conference	22 October 2019, 02:00PM
Deadline of Submission of Eligibility Documents and Financial Bid	: 28 October 2019, 05:00PM
Opening of Bid	: 29 October 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 (1st 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 indicating 10 years of experience in structural investigation, evaluation & supervision of repairs of existing timber and concrete structures/buildings**
6. **List of personnel who will do assessment with photocopy of license/s as Structural Engineer/s**
7. **Proof of membership in the Association of Structural Engineers of the Philippines**

Financial Bid (2nd Envelope)

- **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.

A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) may 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. (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 : _____

Company Name: _____
 Address: _____
 Contact No.: _____

Date: 15-Oct-19
 RFQ No: 2019-0275

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 Pre-Bid Conference:	22 October 2019	Time:	2:00PM	Venue:	Meeting Room 1
Schedule of Opening of Bids:	29 October 2019	Time:	2:00PM	Venue:	Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF STRUCTURAL EVALUATION AND INVESTIGATION SERVICES FOR THE GOLDEN SHELL PAVILION (GSP)		
		Approximate Floor Area: 2,200 sqm.		
		Scope of Work:		
		1. Conduct structural evaluation of the Golden Shell Pavilion (GSP) building.		
		2. Conduct thorough inspection, investigation, and evaluation of the structural members of the building.		
		3. Provide Structural Plans of the building signed by a Licensed Structural Engineer and indicate findings/assessment.		
		4. Provide scope of works, detailed engineering plans and cost estimates for repairs, if any.		
		5. Provide As-Built Structural Plans signed by a Licensed Structural Engineer, after repair, if any.		
		6. Attend to meetings, bidding conferences, and supervise the repairs, if any.		
		Criteria for Evaluation:		
		1. Must have at least ten (10) years of experience in structural investigation, evaluation & supervision of repairs of existing timber and concrete structures/buildings.		
		2. Personnel to do assessment must be Licensed Structural Engineer/s		
		3. Member of the Association of Structural Engineers of the Philippines.		
		Period of Engagement:		
3 months		1. Structural Assessment, Provision of Plans and Detailed Engineering		
3 months		2. Attendance to Bidding Conference, Supervision of repairs, if any.		
subject to extension				
		Approved Budget : Php 300,000.00		
		Deadline of Submission of Eligibility Documents & Financial Bid :		
		: 28 October 2019, Monday, 05:00PM		

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: _____