

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-2019-0304

REQUEST FOR QUOTATION
(SHOPPING)

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

PURCHASE OF VARIOUS OFFICE SUPPLIES

Approved Budget	: PHP 179,792.88
Deadline of Submission of Bid	: 25 November 2019, 5:00 PM
Opening of Bids	: 26 November 2019, 2:00 PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following eligibility documents:

- 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.

Quotations may be submitted to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City **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. 8-831-2201 local 309/294 or e-mail at citembac@citem.com.ph.



ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**

CITEM.BAC.FR.009

Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City

Tel.: (632) 831-2201 local 309/218 E-mail: citembac@citem.com.ph Fax: (632) 833-1284/834**REQUEST FOR QUOTATION**
 Shopping with ABC of Php 50,001 and above Small Value Procurement with ABC of Php 50,001 and above
Date: 15-Nov-19RFQ No: 2019-0304

Company Name: _____

Address: _____

Contact No.: _____

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently ne this office. It is requested that the quotation be sealed, signed and stamped in an envelope and submitted to CITE

Schedule of Opening of Bids: 26 November 2019 **Time:** 2:00PM **Venue:** Meeting Room 1

ITEM NO.	QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
PURCHASE OF THE FOLLOWING SUPPLIES:					
No. 1	4	pcs	Record Book, 500 pages ABC: Php 467.24		
No. 2	4	pcs	Record Book, 300 pages ABC: Php 301.12		
No. 3	26	pcs	Ring Binder, 32 mm x 112 (1 1/4in) ABC: Php 780.00		
No. 4	1	pc	Ruler, Plastic 18in, 459 mm (width: 38mm) ABC: Php 19.32		
No. 5	63	rms	Multi Copy Paper, Legal Size, 80gsm ABC: Php 17,388.00		
No. 6	2	rms	Multi Copy Paper, Legal Size, 70gsm ABC: Php 259.96		
No. 7	12	pcs	Notebook, Steno ABC: Php 180.24		
No. 8	8	pcs	Whiteboard Marker, Red Felt Tip, Bullet Type ABC: Php 102.64		
No. 9	19	pcs	Whiteboard Marker, Black Felt Tip, Bullet Type ABC: Php 243.77		
No. 10	8	pcs	Whiteboard Marker, Blue Felt Tip, Bullet Type ABC: Php 102.64		
No. 11	14	sets	Marker Fluorescent (3 assorted colors per set) ABC: Php 621.04		
No. 12	19	boxes	Clip Foldback, All Metal, Clamping 25mm 1in ABC: Php 317.87		
No. 13	34	boxes	Paper Clip, Vinyl Coated, 32mm ABC: Php 281.86		
No. 14	16	boxes	Paper Clip, Vinyl Coated, 48mm ABC: Php 269.60		
No. 15	66	pcs	Correction tape ABC: Php 1,446.06		
No. 16	2	boxes	Documentary Envelope, A4 Size (500 per box) ABC: Php 816.28		
No. 17	3	boxes	Index Tab, Self Adhesive, Transparent ABC: Php 193.47		
No. 18	8	pads	Sticky Notepad, 2in x 3in ABC: Php 296.48		
No. 19	8	pads	Sticky Notepad, 3in x 4in ABC: Php 474.24		
No. 20	2	pcs	Glue, All Purpose, 200 grams ABC: Php 97.64		
No. 21	164	bottles	Epson Ink, T6641, Black ABC: Php 78,720.00		
No. 22	60	bottles	Epson Ink, T6642, Cyan ABC: Php 28,800.00		
No. 23	54	bottles	Epson Ink, T6643, Magenta ABC: Php 25,920.00		
No. 24	20	bottles	Epson Ink, T6644, Yellow ABC: Php 9,600.00		
No. 25	3	boxes	Staple Wire, No. 12/13 ABC: Php 77.43		
No. 26	5	boxes	Staple Wire, No. 26/6 or No. 35 ABC: Php 118.10		
No. 27	47	rolls	Masking Tape, 1 inch ABC: Php 3,232.66		
No. 28	47	rolls	Masking Tape, 2 inches ABC: Php 6,204.00		

No. 29	20	rolls	Tape, Packaging, 2 inches	ABC: Php 1,120.00		
No. 30	62	rolls	Tape, Transparent, 1 inch	ABC: Php 845.06		
No. 31	8	kilos	Rags, Cotton (32 pcs per bundle)	ABC: Php 496.16		
			Deadline of Submission of Quotation and Documentary Requirements is on 25 November 2019, 5:00PM			

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) _____