

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-2019-0339

**REQUEST FOR QUOTATION
(SHOPPING)**

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

PURCHASE OF MANILA FAME CAMPAIGN TOKENS

Please see attached Request for Quotation (RFQ) Form for more details

Total Approved Budget	: PHP 200,000.00
Deadline of Submission of Bid	: 26 December 2019, 5:00 PM
Opening of Bid	: 27 December 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:

Eligibility Documents (1st 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 (2nd 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.


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: 20-Dec-19
 RFQ No: 2019-0339

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: 27 December 2019 Time: 2:00PM Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
PURCHASE OF MANILA FAME CAMPAIGN TOKENS:				
100	sets	LASER ENGRAVED WOODEN USB DRIVE (32GB) WITH A WOODEN ENCLOSURE <i>Approved Budget: Php 550.00 per unit or Php 55,000.00</i>		
100	sets	WOODEN PEN WITH A LASER ENGRAVED-WOODEN CASE <i>Approved Budget: Php 400.00 per unit or Php 40,000.00</i>		
50	pc	13-INCHES LASER ENGRAVED WALL CLOCK MADE OF ACACIA HARDWOOD PACKAGED IN A CARD BOARD BOX <i>Approved Budget: Php 1,200.00 or Php 60,000.00</i>		
50	set	BAMBOO UTENSILS IN A CANVAS WRAP <i>Approved Budget: Php 550.00 per unit or Php 27,500.00</i>		
		<u>Inclusions:</u>		
		a. 19cm bamboo spoon (with engraving)		
		b. 19cm bamboo fork (with engraving)		
		c. 19cm bamboo knife (with engraving)		
		d. 19cm bamboo chopsticks		
		e. canvas wrap (26 x 23 cm flat; 5cm diameter rolled)		
		CANISTER OF PHILIPPINES PREMIUM TEABAGS (10 pcs/canister) <i>Approved Budget: Php 350.00 per unit or Php 17,500.00</i>		
		<u>Flavors:</u>		
20	cans	a. Tanglad		
15	cans	b. Pandan		
15	cans	c. Banaba		
DEADLINE OF SUBMISSION OF BIDS: 26 December 2019, 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) _____