

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-2020-0145

**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:

**HIRING OF 2 PAX STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATION
IN CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2020**

Approved Budget of the Contract: USD 1,500.00 or PHP 78,000.00

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.


ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-BAC



**REQUEST FOR QUOTATION
 (OVERSEAS PROCUREMENT)**

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

Date: 30-Oct-2020
 RFQ No: 2020-0145

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 or in a compressed folder submitted at citembac@citem.com.ph.


Schedule of Opening of Bids: 03 Nov 2020 Venue: Zoom Time: 2:00 PM

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
2	pax	HIRING OF STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATION IN CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2020		
		5-10 November 2020		
		Shanghai, China		
		Scope of Work:		
		1. Assist the on-site project officer and exhibitors		
		2. Collect business cards of visiting buyers and visitors		
		3. Help in distribution of brochures and samples		
		4. Any tasks required by the on-site officer		
		Qualifications:		
		1. Must be conversant in the English language;		
		2. Must have a background or on customer service;		
		3. Must have a pleasing personality; and		
		4. Must report to officers of the PH Pavilion from 05-10 Nov. 2020, 8AM to 6PM		
		Payment schedule: On-site project coordinator to give the respective fees per day		
		*Contract to be awarded to the lowest calculated and responsive bid		
		Approved Budget : USD 1,500.00 or PHP 78,000.00		
		Deadline of Submission of Quotation: 03 November 2020, Tuesday, 12:00NN		

Terms and Conditions:

- 1.) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.
- 2.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 3.) 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): _____