

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-2020-0180

**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 MEDIA FIRM FOR SOCIAL MEDIA CURATION AND
BOOSTING FOR CHINA BASED SOCIAL MEDIA**

Approved Budget for the Contract: PHP 250,000.00

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)

Date: 7-Dec-2020
 RFQ No: 2020-0180

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

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: 15 Dec. 2020 **Venue:** Zoom **Time:** 10:00 AM

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF MEDIA FIRM FOR SOCIAL MEDIA CURATION AND BOOSTING FOR CHINA BASED SOCIAL MEDIA		
		Timeline: Engagement is for a period of three (3) months from the date of contract award.		
		Scope of Work:		
		1. Social Media Content with CN Translation for WeChat and Weibo		
		2. Social Media Post/Ad Boosting for Weibo and WeChat		
		3. Scheduling and Posting of approved content and ads ind WeChat and Weibo		
		Proposal shall include:		
		1. Content Plan and Timeline		
		2. Price per post and ad boosting		
		3. Proposed number of posts for the duration of three (3) months		
		Payment Terms:		
		The total budget is PHP 250,000.00, inclusive of all applicable taxes and charges.		
		This shall be paid in several tranche upon submission of billing every month, based on the prices based on the bid of the supplier.		
		Approved Budget for the Contract: PHP 250,000.00		
		Deadline of Submission of Quotation : 14 December 2020, Monday, 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): _____