

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-2020-0026

**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:

**ANNUAL RENTAL OF PHOTOCOPIER MACHINE FOR CY 2020**

Approved Budget	: PHP 378,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 27 January 2020, 05:00PM
Opening of Bid	: 28 January 2020, 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 (1<sup>st</sup> 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

*Financial Bid (2<sup>nd</sup> 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](mailto: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 : \_\_\_\_\_

Date: 20-Jan-2020

RFQ No: 2020-0026

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.

Schedule of Pre-Bid Conference:	N/A	Time:	N/A	Venue:	N/A
Schedule of Opening of Bids:	28 January 2020	Time:	2:00PM	Venue:	Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		ANNUAL RENTAL OF PHOTOCOPIER MACHINE FOR THE PERIOD OF JANUARY - DECEMBER 2020		
		<i>Rate per copy per month:</i>		
		Php 0.50 per copy for the first 20,000 copies		
		Php 0.38 per copy over 20,000 copies		
		<i>General Requirements:</i>		
		Include Machine operator (Monday to Friday plus overtime during special events / trade fairs), consumables, spare parts, repairs, service maintenance unit, operator's salary, machine insurance, mobilization and demobilization to office and/or trade fair venue.		
		<i>Minimum Specifications:</i>		
		a. print output of at least 30,000 print per month		
		b. multi-functional digital copier		
		c. high quality prints		
		d. Automatic Document Feeder		
		e. can print many copies in just one scan		
		f. print speed at least 45ppm		
		g. automatic paper tray selection		
		h. automatic paper size selection and zoom		
		i. with automatic paper sorter/stacking		
		j. zoom capacity from 25% to 400%		
		k. glass platen can fit A3 sizes including 3-dimensional objects		
		l. with at least 4 paper trays for A5-A3		



		m. A3 duplex size single pass document feeder		
		n. with booklet creation feature		
		o. Maximum Machine size: 1.70m (L) x 0.90m (w) x 1.30m (H)		
		xxxxxxxxx NOTHING FOLLOWS xxxxxxxxxxx		
		<b>Approved Budget for the Contract : <u>PHP 378,000.00</u></b>		
		<b>Deadline of Submission of Eligibility Documents and Financial Bid:</b>		
		<b>: <u>27 January 2020, 05:00PM</u></b>		

**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: \_\_\_\_\_