



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City  
Tel.: (632) 8-831-2201 local 309/294 E-mail: [citembac@citem.com.ph](mailto:citembac@citem.com.ph)

## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above  
 Lease of Real Property and Venue  
 Small Value Procurement with ABC of Php 50,001 and above  
 Others: Two Failed Bidding

Date: 03 September 2021

Company Name: \_\_\_\_\_

RFQ No.: 2021-0084

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 or compressed folder and submitted to CITEM BAC / [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

Pre-bid Conference: <u>14 September 2021</u>	Time: <u>2:00PM</u>	Venue: <u>ZOOM</u>
Deadline of Submission of Eligibility Documents and Financial Bid: <u>20 September 2021</u>	Time: <u>05:00PM</u>	
Schedule of Opening of Eligibility Documents and Financial Bid: <u>21 September 2021</u>	Time: <u>2:00PM</u>	Venue: <u>ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p><b>HIRING OF CONSOLIDATOR TO PURCHASE AND MANAGE THE DISTRIBUTION OF THE PHILIPPINE EXPORT PROMOTION PACKAGE – A COLLABORATION PROJECT BETWEEN DTI-CITEM AND DFA-OUIER</b></p> <p><i>Please see attached Term of Reference for more detailed requirements and scope of responsibility.</i></p> <p><b>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 3,600,000.00</u></b></p>		

**Terms and Conditions:**

- 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 overwriting 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): \_\_\_\_\_

Email: \_\_\_\_\_

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-2021-0084

**REQUEST FOR QUOTATION**  
**(NEGOTIATED PROCUREMENT – TWO FAILED BIDDING)**

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

**HIRING OF CONSOLIDATOR TO PURCHASE AND MANAGE THE DISTRIBUTION OF THE  
PHILIPPINE EXPORT PROMOTION PACKAGE – A COLLABORATION PROJECT BETWEEN  
DTI-CITEM AND DFA-OUIER**

*(Please see attached Request for Quotation Form for more details.)*

Approved Budget	:	<b>PHP 3,600,000.00</b>
Pre-Bid Conference	:	<b>14 September 2021, 2:00PM</b>
Deadline of Submission of Eligibility Document and Financial Bid	:	<b>20 September 2021, 5:00PM</b>
Opening of Eligibility Documents and Financial Bid	:	<b>21 September 2021, 2:00PM</b>

Conduct of *Pre-bid Conference and Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Pre-bid Conference and Opening of Bids may be requested through the BAC Secretariat at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

The *Notice of Award* shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

*Eligibility Documents (1st Envelope / Compressed Folder)*

**1. Valid PhilGEPS Certificate of Platinum Membership with Updated Annex A**

*In accordance with Sec. 8.5.2 of the IRR of RA 9184, all bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):*

- 1. Registration Certificate**
- 2. Mayor's/Business Permit or its Equivalent Document or BIR Certificate of Registration for Individuals**  
*Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.*
- 3. Tax Clearance**
- 4. Phil. Contractors Accreditation Board (PCAB) license and registration, if applicable**
- 5. Audited Financial Statements**

**\*\*In case that above documents are already expired, an updated document must be submitted**

**2. Latest Income/Business Tax Return**

**3. Notarized Omnibus Sworn Statement**

*Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.*

**4. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

*Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.*

**5. Notarized Bid Securing Declaration**

*Unnotarized Bid Securing Declaration subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.*

**6. Net Financial Contracting Capacity (NFCC) Computation**

*Financial Bid (2nd Envelope / Compressed Folder)*

- **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

To encourage the sanctity of the bids, we highly encourage bidders submit these documents separately, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. As highly encouraged, online submission to the BAC Secretariat through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed an hour before the date and time of the Opening of Eligibility Documents and Financial Bid as indicated above.

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



**TERMS OF REFERENCE (TOR)**  
**HIRING OF CONSOLIDATOR TO PURCHASE AND MANAGE THE DISTRIBUTION OF**  
**THE PHILIPPINE EXPORT PROMOTION PACKAGE – A COLLABORATION PROJECT**  
**BETWEEN DTI-CITEM AND DFA-OUIER**

**BACKGROUND AND RATIONALE**

The Center for International Trade Expositions and Missions (CITEM), the export promotion arm of the Department of Trade and Industry (DTI), is mandated to promote the Philippines as a reliable source of quality export products and services in the global market through trade fairs, missions and other marketing initiatives. The Agency organizes professionally managed and locally held signature events as well as international trade fair participation in key cities worldwide.

On the other hand, The Office of the Undersecretary for International Economic Relations (OUIER) is principally in-charge with implementing and coordinating the responsibilities and functions of the Department of Foreign Affairs (DFA) relating to trade and investments, tourism, science and technology, the environment and sustainable development, official development cooperation and other related economic/social concerns, particularly those related to issues on women and youth vis-a-vis other countries, in cooperation with all Philippine government agencies concerned and the private sector.

DFA-OUIER reached out to CITEM to collaborate for a project called the “Philippine Export Promotion Package”. The project seeks to put together a selection of Philippine products as promotional bundle to be sent to Philippine Foreign Service Posts (FSPs) and Consulates abroad. FSPs and Embassies shall be given leeway to disseminate their “Philippine Export Promotion Package” to targeted entities which may include their public sector interlocutors, as well as private and business sector networks who may develop potential interest to import Philippine goods. This project is also a means for both DTI-CITEM and DFA-OUIER to provide the much-needed boost to select exporters and at the same time maintain good business relations with our networks abroad.

With travel restrictions and social distancing protocols in place due to the COVID-19, DTI-CITEM and DFA-OUIER is actively looking for alternative ways to sustain its export promotion initiatives and stay connected with its stakeholders. Apart from going digital and online, both DTI-CITEM and DFA-OUIER share the same aspiration of adding a personal flavor and warmth in maintaining their connections through the “Philippine Export Promotion Package”.

Part of this collaborative project is to promote Filipino culture and Philippine food, home and lifestyle export products. To achieve this, CITEM seeks to hire a Consolidator who will closely coordinate and adhere to the instructions and specifications set by the Content & Narrative Curator.

The consolidator will (1) Purchase the specified products/contents (brand, size, quantity, etc.); (2) Assemble the products in the specially designed boxes following the set guidelines and arrangements; (3) Arrange the shipment of the Philippine Export Package to the identified FSPs and Embassies.

For this collaborative project, DTI-CITEM and DFA-OUIER agreed to anchor the theme of the narrative and the selection of products on the **2021 Quincentennial Commemorations in the Philippines.**

## 2021 QUINCENTENNIAL COMMEMORATIONS IN THE PHILIPPINES.

National Quincentennial Committee states:

On 21 December 2018, the Philippines officially joined humankind and the scientific community in initiating the commemorations for the 500<sup>th</sup> anniversary of the first circumnavigation of the world (2019-2022). Executive Secretary Salvador Medialdea led a simple launching graced by Spanish Ambassador to the Philippines Jorge Moragas at the National Historical Commission of the Philippines (NHCP), Manila. The basis of the Philippine observance of the great milestone in world history is the Executive Order No. 55, s. 2018 issued by President Rodrigo Roa Duterte on 8 May 2018. The issuance also created the National Quincentennial Committee (NQC) tasked to consolidate the government efforts for the milestone and thus prepare the country for it. It is chaired by no less than the Executive Secretary.

On 27 January 2020, President Duterte issued Executive Order No. 103, s. 2020 which branded the local observance as the 2021 Quincentennial Commemorations in the Philippines (2021 QCP). The two presidential issuances complement each other. Whereas, the latest issuance makes the quincentennial closer to the Filipino by acknowledging the Philippines' role in that unprecedented achievement of humankind and science, anchored in the magnanimity our ancestors exhibited to the sick, starving, undernourished, and dehydrated crew of the Magellan-Elcano expedition upon their first meeting on 18 March 1521 at Homonhon (now under the jurisdiction of Guiuan, Eastern Samar). This display of humanity occurred again when Manila welcomed the Japanese Christians banished out of Japan in the early 17<sup>th</sup> century, as well as in the Open-Door policy of President Manuel Quezon which enabled the then Philippine Commonwealth to rescue more than a thousand Jewish refugees from the Nazis in 1939, and other waves of refugees in the 20<sup>th</sup> century. Another icon to turn 500 years in 2021 is Lapulapu, who has continuously captured the Filipino imagination—since the time of the founders of the Filipino nation in the 19<sup>th</sup> century—of what defines bravery, freedom, and independence. From these, the 2021 QCP theme Victory and Humanity was conceived.

Meanwhile, the Philippine government commits itself in fostering the academic, historical, and cultural aspects of Ferdinand Magellan's introduction of Christianity in the Philippines in 1521. The NQC is working hand in hand with the Catholic Bishops' Conference of the Philippines (CBCP), the Augustinian Province of the Santo Niño de Cebu, the Archdiocese of Cebu, and Diocese of Maasin, along with the local governments of Cebu City, Municipality of Limasawa, and Province of Southern Leyte on the conduct of collaborative academic, historical, and cultural activities in relation to the 500 Years of Christianity.

## OBJECTIVES

In hiring a Consolidator to purchase the contents and manage the distribution of the Philippine Export Promotion Package to FSPs and Embassies, CITEM aims to accomplish the following objectives:

1. To have a reliable consolidator to purchase the products/contents of the Philippine Export Promotion Package with corresponding market certifications required;
2. To ensure the proper packaging and arrangement of products in the boxes according to guidelines set;
3. To partner with a reliable forwarder to ensure the safe and timely delivery of the packages to the FSPs and Embassies;
4. To ensure the proper management and monitoring of the shipment

### **PERIOD OF ENGAGEMENT**

The service firm shall be contracted for a period of four (4) months upon receipt of the Notice of Award and signed contract.

### **SCOPE OF WORK AND COMMITMENTS**

The Consolidator should commit to deliver, at a base minimum, the following specific requirements:

Purchasing of Products	<ul style="list-style-type: none"> <li>• Purchase the identified products according to specifications provided in the <b>List of Products</b> by the Content and Narrative Curator (<b>Annex A</b>)</li> <li>• Provide market requirement documentation, like food safety certifications, if necessary.</li> </ul>
Packaging	<ul style="list-style-type: none"> <li>• Receive developed and designed boxes, as well as printed information materials (ex. brochure, leaflet) from the Content and Narrative Curator</li> <li>• Arrange the products in the boxes according to the <b>Packaging Guidelines</b> provided by the Content and Narrative Curator (<b>Annex B</b>)</li> </ul>
Shipment	<ul style="list-style-type: none"> <li>• Contract the services of a courier or a forwarder</li> <li>• Apply appropriate shipment packaging to withstand ordinary forwarding elements</li> <li>• Ship the packages to the identified Philippine Foreign Service Posts and Embassies in the <b>List of Recipients (Annex C)</b></li> <li>• Manage and monitor the safe and timely delivery of the packages</li> <li>• Submit a report of completed shipment</li> </ul>

### **RESPONSIBILITIES OF CONSOLIDATOR**

#### **Purchasing, Packaging and Shipment**

1. The consolidator should coordinate with CITEM and the Content and Narrative Curator on the specific products requirements, packaging guidelines, and shipment schedule;
2. Purchase the products identified by the Content and Narrative Curator;
3. The consolidator should secure all the documents and certifications required in the shipment of the package;
4. The consolidator should engage the services of a reputable courier or forwarder for the onward shipment of the boxes;
5. The consolidator should properly store, arrange and pack in their warehouse the products, info materials and the packaging;
6. The consolidator should ensure that the boxes are appropriately packaged to withstand ordinary forwarding elements;
7. The consolidator should properly pile, safely pack and ship out to the identified the Philippine Foreign Posts and Embassies the Export Promotion Package according to schedule;

- The consolidator should monitor the shipment and give a report of completed deliveries for the 700 boxes.

### RESPONSIBILITIES OF CITEM

- Identify two (2) project officers to assist the Consolidator in coordinating with the Content and Narrative Curator
- Provide the specific products identified and guidelines set by the Content and Narrative Curator
- Provide the list of FSPs and Embassies and distribution or allocation of the 700 boxes.

### QUALIFICATIONS AND TECHNICAL EVALUATION

The Consolidator must:

- Must be a registered import or export company in the Philippines;
- Must be able to undertake the purchasing of the identified products for this project;
- Must have actual experience in consolidation/shipment of food products to territories with specific market requirements for certifications;
- Must be knowledgeable in export documentation of Philippine food products for exportation to different territories;
- Must be able to transport goods via air and sea, as applicable
- Must be organized in their documentation process and well-versed in the regulations and procedures of the Philippine Bureau of Customs and counterparts abroad.
- Must be able to properly pack, crate, and store the products, information and packaging materials.
- Must have an ample warehouse space/s to accommodate the products, information and packaging materials.
- Must be accountable from purchasing, consolidation, packing and shipment.

### MODE OF PROCUREMENT

The mode of procurement for this requirement shall be through Negotiated Procurement under Two Failed Biddings (**25 May 2021 and 06 July 2021**).

### PAYMENT TERMS

The proposed payment scheme for the service will be billed progressively upon completion of the following milestones:

Milestones	Payment %
Purchase of Products	30%
Upon shipment of 700 boxes	60%
Upon submission of report for shipment completion	10%
<b>Total</b>	<b>100%</b>

### ESTIMATED BUDGET

The above expense shall be charged to the CITEM's Budget with a total maximum budget allotment of **THREE MILLION PESOS SIX HUNDRED THOUSAND PESOS (PHP 3,600,000.00)** inclusive of all applicable taxes.

### COST BREAKDOWN ESTIMATE

Purchase of Products	1,000,000.00
Consolidation & Shipment Costs	2,600,000.00
<b>TOTAL</b>	<b>3,600,000.00</b>

**TIMELINE**

<b>Particulars</b>	<b>Schedule</b>
Coordination meeting with the Content & Narrative Curator and CITEM on the identified product and specifications	Within one week after receipt of NOA/NTP
Purchase of identified products	Within two weeks after receipt of List of Products
Coordination meeting with the Content & Narrative Curator and CITEM on the proper packaging and handling of the packages	Within two weeks after receipt of List of Products
Delivery of Baskets and Information Materials	Within one week after Coordination Meeting with Content & Narrative Curator and CITEM
Packing and Preparation for shipment	Within one week after Coordination Meeting with Content & Narrative Curator and CITEM
ETD Manila	Within three weeks after Packing and Preparation for Shipment
ETA FSAs and Embassies	A week after Dispatch from Manila


Prepared by:

  
**Leilani J. Santiago**  
STIDS

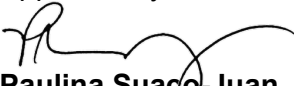
Noted by:

  
**Katrina Pineda**  
OIC, OTFFOI & BCSE

Recommending Approval:

  
**Rowena Mendoza**  
OIC, Operations Group 2

Approved by:

  
**Paulina Suaco-Juan**  
Executive Director 