

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-2022-0060

**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:

PROCUREMENT OF TRANSPORTATION SERVICES FOR CITEM TEAM BUILDING ACTIVITY 2022
(Please see attached Request for Quotation Form for more details.)

Approved Budget for the Contract	: PHP 120,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 06 June 2022, 05:00PM
Opening of Bid	: 07 June 2022, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph.

The *Notice of Award* shall only be issued to the lowest calculated and responsive 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)

- Mayor's Permit for the current year or for individuals, BIR Certificate of Registration**
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.
- 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.
- 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.
- 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.

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, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents and Financial Bid as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

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.


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: 01 June 2022
RFQ No.: 2022-0060

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.

Deadline of Submission of Eligibility Documents and Financial Bid: <u>06 June 2022</u>	Time: <u>05:00 PM</u>
Schedule of Opening of Bid: <u>07 June 2022</u>	Time: <u>02:00 PM</u> Venue: <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p>PROCUREMENT OF TRANSPORTATION SERVICES FOR CITEM TEAM BUILDING ACTIVITY 2022</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 120,000.00</u></p> <p>Proposed Dates: 29th to 30th June 2022 General Requirements: 1. Two (2) fully air-conditioned shuttle buses with at least 49 reclining seats 2. Door-to-Door transfer to and from DTI-CITEM, Pasay City to chosen venue</p> <p><i>Please see attached Terms of Reference for more details.</i></p>		
Proposed Venues:				
		Batangas		
		Bataan		
		Subic		

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: _____



**TERMS OF REFERENCE
TRANSPORTATION SERVICES
2022 CITEM TEAMBUILDING CUM GAD ACTIVITY**

BACKGROUND

The Center for International Trade Expositions and Missions (CITEM) invites qualified bidders for the provision of transportation services for CITEM employees on its 2022 Teambuilding Activity.

GENERAL REQUIREMENTS

1. The proposed schedule for the teambuilding is on 29 – 30 June 2022 (Wednesday to Thursday) subject to change.
2. Transfer to and from the DTI-CITEM office in Pasay City and conference venue. Proposed locations: Batangas, Subic, and Bataan.
3. Two (2) air-conditioned shuttle buses with at least 49 reclining seats
4. Vehicles must be brand-new or at most five (5) years of age and maintained in accordance with the approved LTRFB technical safety standards
5. All vehicles must have Wi-Fi and entertainment on board (including microphones), and overhead luggage rack
6. The service provider must be a tourist / chartered bus land transport operator / accredited by the Department of Tourism (DOT)
7. Professional, courteous, neat, and defensive drivers that will ensure safety while on board
8. All vehicles must be covered by comprehensive insurance including Passenger Liability Insurance
9. Costs for gasoline, maintenance, lubricant, toll fee, drivers' sleeping quarters and meals, drivers' fee including overtime pays, and any other related expenses shall be on the account of the service provider


BUDGET

The budget for two days shuttle services rental in **One Hundred Twenty Thousand Pesos (Php120,000.00)**, inclusive of all applicable taxes and charges.

Prepared by:


CAMILLE ANNE J. AMPONIN
HRMA

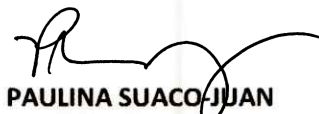
Reviewed by:


FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Recommending Approval:


ATTY. ANNA GRACE I. MARPURI
OIC, CS

Approved:


PAULINA SUACO JUAN
Executive Director
