

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-2022-0095

**REQUEST FOR QUOTATION
(SHOPPING)**

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

PROCUREMENT OF VARIOUS OFFICE SUPPLIES

Please see attached Request for Quotation (RFQ) Form for more detailed specifications.

Approved Budget for the Contract	:	PHP 138,444.00
Deadline of Submission of Eligibility Documents and Financial Bid	:	15 August 2022, 05:00PM
Opening of Bids	:	16 August 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

1. Mayor's Permit for the current year

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 Mayor's Permit must be submitted after award of contract but before payment.

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.

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 e-mail at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



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

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: 10 August 2022RFQ No.: 2022-0095

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: 15 August 2022Time: 05:00PMSchedule of Opening of Bids: 16 August 2022Time: 02:00PMVenue: ZOOM**PROCUREMENT OF VARIOUS OFFICE SUPPLIES**TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 138,444.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
21	Pad	Notepad, stick on, 50mmx76mm (2"x3") ABC: Php 40.00 per pad or a total of Php 840.00		
92	Pad	Notepad, stick on, 50mmx100mm (3"x4") ABC: Php 60.00 per pad or a total of Php 5,520.00		
165	Pad	Notepad, stick on, (3"x3") ABC: Php 55.00 per pad or a total of Php 9,075.00		
108	Piece	Battery AA ABC: Php 50.00 per piece or a total of Php 5,400.00		
77	Piece	Steno Notebook ABC: Php 15.00 per piece or a total of Php 1,155.00		
64	Roll	Tape Masking, 24mm ABC: Php 55.00 per roll or a total of Php 3,520.00		
57	Roll	Tape Masking, 48mm ABC: Php 108.00 per roll or a total of Php 6,156.00		
71	Roll	Tape Packaging, 48mm ABC: Php 28.00 per roll or a total of Php 1,988.00		
160	Roll	Tape, Transparent 24mm ABC: Php 11.00 per roll or a total of Php 1,760.00		
80	Roll	Tape, Transparent 48mm ABC: Php 20.00 per roll or a total of Php 1,600.00		
3	Piece	Toner Cartridge HP CF217A (HP17A) black laser jet ABC: Php 3,100.00 per piece or a total of Php 9,300.00		
57	Piece	Marker Permanent Black, bullet type ABC: Php 15.00 per piece or a total of Php 855.00		
20	Piece	Marker Permanent Blue, bullet type ABC: Php 15.00 per piece or a total of Php 300.00		
18	Piece	Marker Permanent Red, bullet type ABC: Php 15.00 per piece or a total of Php 270.00		
5	Piece	Ring Binder, 32mm ABC: Php 245.00 per piece or a total of Php 1,225.00		
2	Piece	Puncher, Heavy Duty ABC: Php 151.00 per piece or a total of Php 302.00		
81	Piece	Sign Pen Black V5 ABC: Php 30.00 per piece or a total of Php 2,430.00		
46	Piece	Sign Pen Blue V7 (16 pieces) & V5 (30 pieces) ABC: Php 30.00 per piece or a total of Php 1,380.00		

28	Piece	Sign Pen, Red V5 <i>ABC: Php 30.00 per piece or a total of Php 840.00</i>		
3	Piece	Sign Pen Black Liquid / Gel Ink 0.5mm Needle Tip <i>ABC: Php 35.00 per piece or a total of Php 105.00</i>		
10	Piece	Sign Pen, Hi Techpoint V5, black 0.30mm <i>ABC: Php 70.00 per piece or a total of Php 700.00</i>		
2	Piece	Sign Pen, Hi Techpoint V5, blue 0.30mm <i>ABC: Php 70.00 per piece or a total of Php 140.00</i>		
12	Piece	Ballpen (Black=4 Pieces, Blue=4 Pieces, Red=4 Pieces) <i>ABC: Php 15.00 per piece or a total of Php 180.00</i>		
72	Piece	Ballpen (Black=30 Pieces, Blue=30 Pieces, Purple=12 Pieces) <i>ABC: Php 24.00 per piece or a total of Php 1,728.00</i>		
6	Pack	Coverboard, Moroccan A4 Beige (100's/pack) <i>ABC: Php 450.00 per pack or a total of Php 2,700.00</i>		
50	Piece	Coverboard, Moroccan Short, Blue <i>ABC: Php 4.50 per piece or a total of Php 225.00</i>		
5	Pack	PVC Plastic Cover for ring Binder, A4 (100's/pack) <i>ABC: Php 900.00 per pack or a total of Php 4,500.00</i>		
120	Bottle	Epson Ink T6641 Black <i>ABC: Php 250.00 per bottle or a total of Php 30,000.00</i>		
61	Bottle	Epson Ink T6642 Cyan <i>ABC: Php 250.00 per bottle or a total of Php 15,250.00</i>		
57	Bottle	Epson Ink T6643 Magenta <i>ABC: Php 250.00 per bottle or a total of Php 14,250.00</i>		
59	Bottle	Epson Ink T6644 Yellow <i>ABC: Php 250.00 per bottle or a total of Php 14,750.00</i>		
TOTAL BID OFFER:				

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: _____