

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-2023-0132-R1

**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:

SUPPLY AND DELIVERY OF 180 BAGS OF CHRISTMAS PACKAGE

(Please see attached Statement of Compliance and Request for Quotation Form for more details.)

| | | |
|---|---|--|
| Approved Budget for the Contract | : | PHP3,500.00 per bag or a total of PHP630,000.00 |
| Deadline of Submission of Eligibility Documents and Financial Bid | : | 20 November 2023, 05:00PM |
| Opening of Bid | : | 21 November 2023, 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 link will be released on the actual day of the procurement activity.

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 or for individuals exercising a profession, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.
- 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. Latest Income/Business Tax Return**
- 4. Notarized Omnibus Sworn Statement**
- 5. 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 (2nd Envelope / Compressed Folder)

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

To encourage the sanctity of the bids, bidders must 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. 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



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: _____

Date: 14 November 2023
RFQ No.: 2023-0132-R1

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 or compressed folder and submitted to CITEM BAC / citembac@citem.com.ph.

| | |
|--|--|
| Deadline of Submission of Eligibility Documents and Financial Bid: 20 November 2023 | Time: 05:00PM |
| Schedule of Opening of Bids: 21 November 2023 | Time: 02:00PM Venue: ZOOM |

| QTY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION | UNIT PRICE | AMOUNT |
|-----|------|--|------------|--------|
| 180 | bag | <p style="text-align: center;">SUPPLY AND DELIVERY OF CHRISTMAS PACKAGE</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 3,500.00 per bag or a total of PHP 630,000.00</u></p> <p><i>Date Needed / Delivery Period:</i> 15 days after receipt of Job Order or no later than 15 December 2023, whichever comes later.</p> <p><i>Inclusions:</i></p> <ul style="list-style-type: none"> 180 pieces of Spaghetti Pasta Italliana (900g) 180 pieces of Spaghetti Sauce Filipino Style (1kg) 180 bars of Original Processed Filled Cheese (430g-440g) 360 cans of Ranch Style Corned Beef (380g) 360 cans of Luncheon Meat 25% Less Sodium (340g) 180 packs of Elbow Macaroni Pasta Italliana (1kg) 360 cans of Fruit Cocktail in Extra Light Syrup (825g-836g) 360 pieces of All Purpose Cream (UHT Processed Reconstituted Cream) (250ml) 360 pieces of Classic Sweetened Condensed Filled Milk (300ml) 180 pieces of Pineapple Tidbits (in extra light syrup) (432g) 180 jars of Regular Sandwich Spread (470ml) 180 cans of Potato Chips Snack (102g-107g) – Flavor: Cheese 180 cans of Potato Chips Snack (102g-107g) – Flavor: Sour Cream and Onion 360 bars of Dairy Milk Chocolate (160g each bar) (2 kinds = 180 pieces milk chocolate and 180 pieces roast almond) 180 pieces of Canvass or Burlap Bag <p>* Supplier must deliver the items to CITEM already packed in a reusable eco bag</p> <p><i>Delivery Address:</i> CITEM – Center for International Trade Expositions and Mission Golden Shell Pavilion, Roxas Boulevard cor. 1300 Sen. Gil J. Puyat Ave., Pasay, 1300 Metro Manila</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: _____

**STATEMENT OF COMPLIANCE
CHRISTMAS PACKAGE 2023**

2023 CITEM YEAR-END CELEBRATION

| Requirements | Specific Item (including brand and weight) | Bid Price | Comply/ Not Comply |
|---|---|---------------------------|--------------------|
| 1. Date of Delivery: | | | |
| 15 days after Job Order or no later than 15 December 2023, whichever comes later | | N/A | |
| 2. Packaging: | | | |
| Canvass or Burlap Bag | | N/A | |
| 3. Items Included: | | | |
| 180 pcs. Spaghetti Pasta Italliana 900 g | | | |
| 180 pcs. Spaghetti Sauce Filipino Style 1kg. | | | |
| 180 pcs. Original Processed Filled Cheese 430- 440g | | | |
| 360 pcs. Ranch Style Corned Beef 380g | | | |
| 360 pcs. Luncheon Meat 25% Less Sodium 340g | | | |
| 180 pcs. Elbow Macaroni Pasta Italliana 1kg | | | |
| 360 pcs. Fruit Cocktail (in Extra Light Syrup) 825-836g | | | |
| 360 pcs. All Purpose Cream (UHT Processed Reconstituted Cream) 250 ml | | | |
| 360 pcs. Classic Sweetened Condensed Filled Milk 300ml | | | |
| 180 pcs. Pineapple Tidbits (in extra light syrup) 432 g | | | |
| 180 pcs. Regular Sandwich Spread 470 ml | | | |
| 180 cans Potato Chips Snack 102 - 107 g - Flavor: Cheese | | | |
| 180 cans Potato Chips Snack 102 -107 g - Flavor: Sour Cream and Onion | | | |
| 360 bars Dairy Milk Chocolate 160g (2 kinds per bag) – 180 pcs. Milk Chocolate and 180 pcs. Roast Almond | | | |
| | | Total: | |
| | | ABC: Php 3,500/bag | |

NOTE:

Total Bid Price must not exceed the ABC of Php 3,500.00 per bag

Signature over Printed Name of Bidder