

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-2023-0054

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:

**FABRICATION, INSTALLATION, DISMANTLING, AND HAULING OF
INSTAGRAMMABLE AREAS FOR IFEX PHILIPPINES 2023**

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

Approved Budget for the Contract	: PHP 297,416.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 09 May 2023, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 10 May 2023, 02:00PM

Conduct of Opening of Bids shall be held virtually thru 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 provided that the renewed permit shall be submitted before the award of the contract.
- 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**
- 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.**

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: 05 May 2023
RFQ No.: 2023-0054

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: 09 May 2023	Time: 05:00PM	
Schedule of Opening of Bid: 10 May 2023	Time: 02:00PM	Venue: Zoom

FABRICATION, INSTALLATION, DISMANTLING, AND HAULING OF INSTAGRAMMABLE AREAS FOR IFEX PHILIPPINES 2023

(Please see attached Layout for more details)

APPROVED BUDGET FOR THE CONTRACT: PHP 297,416.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	I. FABRICATION, MOBILIZATION, INSTALLATION, DISMANTLING, AND DEMOBILIZATION		
35	sq.m.	II. FLOORING a. Black Needle Punch Carpet (7.20m x 2.40m – 2 AREAS) <i>(Rental)</i>		
2	units	III. BUILT-UP STRUCTURE a. 7.20m x 0.50m x 3.00m H Backdrop framing WTC Lobby <i>(Rental Framing)</i>		
2	units	b. 9.00m x 0.50m x 2.50m H Backdrop framing Walkway to Tent <i>(Rental Framing)</i>		
4	units	c. Wooden Stairs – 3 tread <i>(Rental Framing)</i>		
100	sq.m.	IV. GRAPHICS PRINTING a. Backdrop Graphics in Tarpaulin		
80	sq.m.	b. Sticker on sintra board with stand		
24	units	V. LIGHTING AND ELECTRICAL REQUIREMENTS a. 10-12 watts Spotlight <i>(Rental)</i>		
1	lot	b. Wiring and Conduits		
TOTAL BID OFFER				

Scope of Work:

1. The contractor shall supply, install, dismantle, and haul the items listed above on the specified materials and specifications.
2. The contractor shall provide proofs and swatches prior to final fabrication for approval unless waived by an EDD representative but to guarantee the best output.
3. The contractor shall ensure the durability and quality of the items.
4. The contractor shall install the items properly and in good condition (without smudge, dirt, and stains, and the like) on **23 to 25 May 2023** and egress on **28 May 2023 at 9pm**.
5. The contractor shall complete installation of the items at exactly **05:00PM on 25 May 2023**.
6. All above item/s is/are the property of CITEM after the event unless indicated as rental.

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.
- 6) This requirement is **One Project** having several items that shall be **awarded as One Contract**.

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): _____

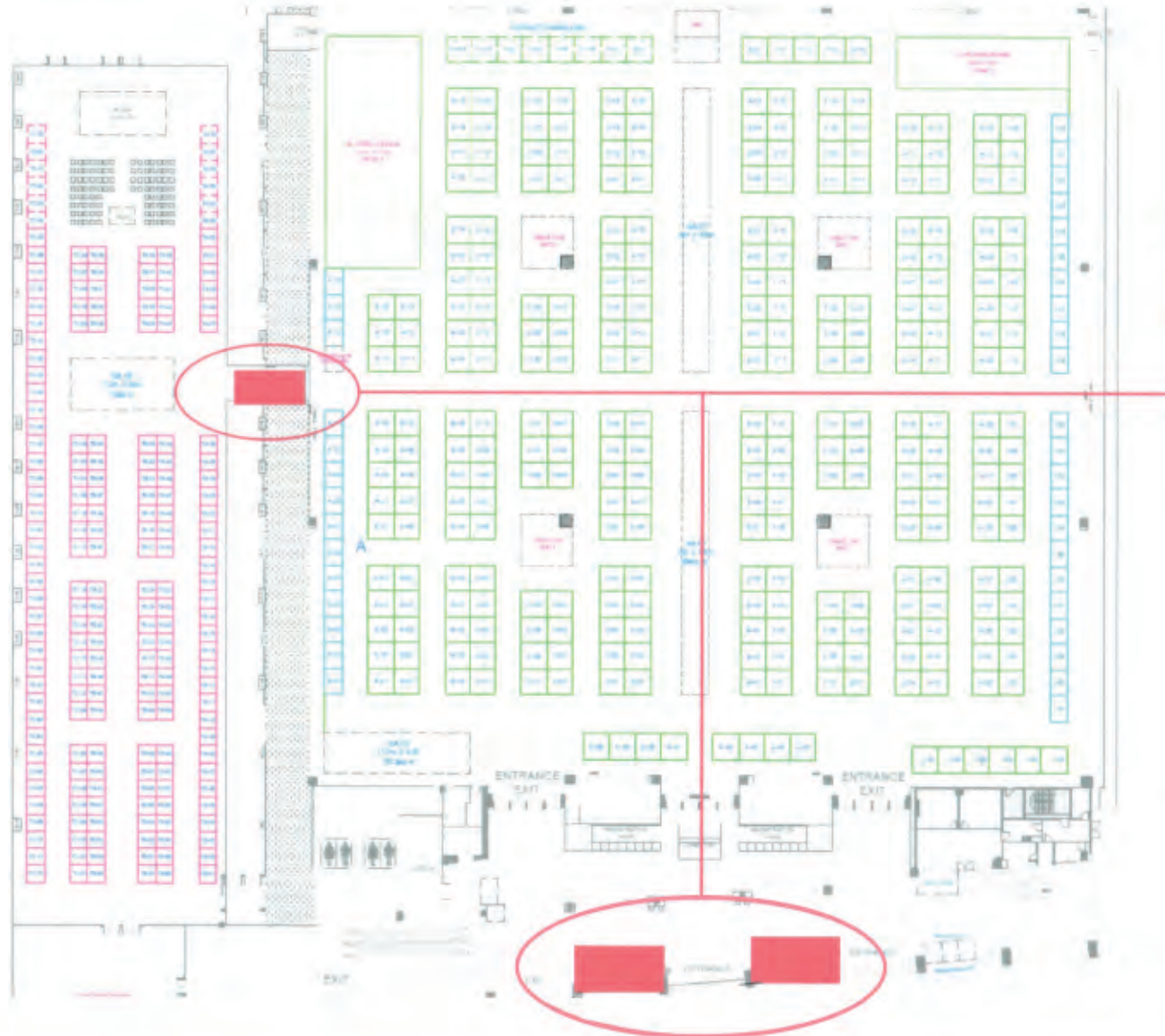
Email: _____

FOOD **Philippines**

IFEX

PHOTO AREA

PHOTO AREA








ED Ferrera

<p>EXHIBITION DESIGN DIVISION</p> <p>DATE / TIME</p> <p>APRIL 26, 2023</p>	<p>PROJECT</p> <p>IFEX PHILIPPINES</p>	<p>SHEET CONTENT</p> <p>DESIGN APPROVAL</p>	<p>DESIGNED BY:</p> <p><i>[Signature]</i> KATHERINE MAY G. APODACA SENIOR INDUSTRIAL DESIGNER</p>	<p>REQUESTING PARTY:</p> <p><i>[Signature]</i> ROSEMA C. MERRASCA CCRD - DEPARTMENT MANAGER - CCRD</p>	<p>APPROVED BY / COMMENTS:</p> <p><i>[Signature]</i></p>
	<p>TITLE</p> <p>IFEX PHILIPPINES - PHOTO AREA</p>		<p>SHEET NO.</p> <p>2</p>	<p>RECOMMENDING APPROVAL:</p> <p><i>[Signature]</i> NORMAN D. BAGO BAGUL CCRD - DEPARTMENT MANAGER - CCRD</p>	<p>DR. EDWARD L. FERRERA, D. Executive Director</p>
<p>LOCATION</p> <p>WORLD TRADE CENTER, PHILIPPINES</p>					

SAMPLE PHOTO AREA



 EXHIBITION DESIGN DIVISON	PROJECT IFEX PHILIPPINES	SHEET CONTENT DESIGN APPROVAL	DESIGNED BY:  KATHERINE WY G. APODACA SENIOR INDUSTRIAL DESIGNER	REQUESTING PARTY:  NORMAN D. BANGALAGA IIC - DEPARTMENT MANAGER - OGR	APPROVED BY / COMMENTS:  DR. EDWARD L. TERESA Ph.D. Executive Director
	TITLE IFEX PHILIPPINES - PHOTO AREA		SHEET NO. 3	REVISION NO.	RECOMMENDING APPROVAL:  NORMAN D. BANGALAGA IIC - DEPARTMENT MANAGER - CCSD
DATE / TIME APRIL 26, 2023	LOCATION WORLD TRADE CENTER, PHILIPPINES				