

**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-2023-0104**

**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:

**MOBILIZATION AND DEMOBILIZATION OF CONCESSIONAIRE'S  
AREA IN MANILA FAME 2023**

*(Please see attached Request for Quotation Form, Floor Plan and Perspective for more details.)*

Approved Budget for the Contract	: <b>PHP 150,000.00</b>
Pre-Bid Conference	: <b>07 September 2023, 02:00PM</b>
Deadline of Submission of Eligibility Documents and Financial Bid	: <b>11 September 2023, 05:00PM</b>
Opening of Eligibility Documents and Financial Bid	: <b>12 September 2023, 02:00PM</b>

Conduct of Pre-Bid Conference and Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph) for request of these links. 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)*

- 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**
- Company Profile or any document indicating length of years in business**

*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](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 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](mailto: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](mailto: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: 05 September 2023

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

RFQ No.: 2023-0104

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: <b>07 September 2023</b>	Time: <b>02:00PM</b>	Venue: <b>Zoom</b>
Deadline of Submission of Eligibility Documents and Financial Bid: <b>11 September 2023</b>	Time: <b>05:00PM</b>	
Schedule of Opening of Bid: <b>12 September 2023</b>	Time: <b>02:00PM</b>	Venue: <b>Zoom</b>

### MOBILIZATION AND DEMOBILIZATION OF CONCESSIONAIRE'S AREA IN MANILA FAME 2023

*(Please see attached Floor Plan and Perspective for more details)*

APPROVED BUDGET FOR THE CONTRACT: PHP 150,000.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	I. MOBILIZATION, DEMOBILIZATION		
88	sqm	II. FLOORING (RENTAL) NEEDLE PUNCH CARPET (ORANGE)		
1	lot	III. FABRICATION (RENTAL) STRUCTURE - 2" x 2" KILN DRY WOOD FRAMING CLADDED WITH 1/2" PLYWOOD SHAPES - 2" DIAMETER CYLINDER TUBULAR STEEL LED ROPE LIGHT (WHITE)		
1	sqm	IV. GRAPHICS (PURCHASE) PRINTABLE STICKER		
1	lot	V. ELECTRICAL AND LIGHTING (RENTAL) INSTALLATION / WIRINGS / ETC.		
3	piece	THREE (3) GANG CONVENIENCE OUTLET WITH EXTENSION CORD		
<b>TOTAL BID OFFER</b>				

**Scope of Work:**

- The contractor shall install, dismantle, and haul the items listed above on the specified materials and specifications.
- 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.
- The contractor shall ensure the durability and quality of the items.
- The contractor shall install the items properly and in good condition (without smudge, dirt, and stains, and the like) on **16 October 2023 at 08:00am** and egress on **21 October 2023**.
- The contractor shall complete installation of the items on **18 October 2023 at 08:00pm**.
- Contractors should be **at least five (5) years in the business, based in company profile or any document reflecting company's length of business submitted**.
- All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise.
- Delay of delivery or installation will call for deduction of 10% of contract price.

**Terms and Conditions:**

- Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
- Bid price must be **Inclusive of Value Added Tax**.
- Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 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 L. MARPURI**  
BAC Chairman

TO: CITEM Bids and Awards Committee:

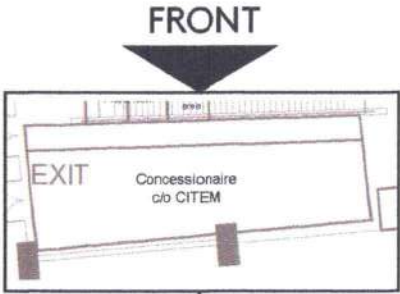
Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
**Signature over printed name of the Authorized Company Representative**  
Designation: \_\_\_\_\_  
Telephone No(s): \_\_\_\_\_  
Email: \_\_\_\_\_






**MANILA**  
**FAME**  
**CONCESSIONAIRE**

MANILA FAME 2023  
**CONCESSIONAIRE**  
 FLOOR PLAN & LOCATION







MANILA FAME 2023  
**CONCESSIONAIRE**  
 OPTION 1



 DATE / TIME: Aug 15, 2023	PROJECT:	MANILA FAME 2023	SHEET CONTENT:	DESIGNER:	 JAMES L. MANITE	REQUESTING PARTY:	 MARJIF EWIO OIC - AM, OGI	APPROVED BY / COMMENTS:	 AMB. EDWARD L. FERREIRA, Ph.D. Executive Director
	TITLE:	CONCESSIONAIRE		PERSPECTIVE	REVIEWED BY:	 MARJIF EWIO OIC - AM, OGI			
	LOCATION:	WTC, PASAY CITY			SHEET NO.:	REVISION:	1		

MANILA FAME 2023  
**CONCESSIONAIRE**  
 OPTION 1



	PROJECT:	MANILA FAME 2023	SHEET CONTENT:	DESIGNER:		BROUKE-STING PARTY:	APPROVED BY / COMMENTS:		
	TITLE:	CONCESSIONAIRE		PERSPECTIVE	REVIEWED BY:			MARIO F. EVIO DIC - DM, OGT	 AMB. EDWARD L. FERREIRA, Ph.D. Executive Director
	DATE / TIME:	Aug 15, 2023			LOCATION:		WTC, PASAY CITY	SHEET NO.	