

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-2023-0133

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 ROOF REPAIR SERVICES FOR GOLDEN SHELL
PAVILION**

(Please see attached Request for Quotation Form for more details. Floor and Roof Layout will be presented during Pre-Bid Conference and are available upon request to BAC Secretariat)

Approved Budget for the Contract	: PHP 195,000.00
Pre-bid Conference	: 24 October 2023, 02:00PM
Deadline of Submission of Eligibility Documents and Financial Bid	: 06 November 2023, 05:00PM
Opening of Bid	: 07 November 2023, 02:00PM

Conduct of Pre-bid Conference and Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Pre-bid Conference and 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)

- 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.
- 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



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: 18 October 2023
RFQ No.: 2023-0133

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.

Schedule of Pre-Bid Conference: 24 October 2023	Time: 02:00PM	Venue: ZOOM
Deadline of Submission of Eligibility Documents and Financial Bid: 06 November 2023		Time: 05:00PM
Schedule of Opening of Bids: 07 November 2023	Time: 02:00PM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">PROCUREMENT OF ROOF REPAIR SERVICES FOR GOLDEN SHELL PAVILION</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP195,000.00</u></p> <p><i>Date Needed / Delivery Period:</i> 1 to 2 weeks upon receipt of Job Order <i>Scope of Work:</i></p> <ol style="list-style-type: none"> 1. Contractor to repair, roof, particularly repair and loosen roofing screws, screw heads, gaps, cracks and holes as well as the four (4) roof valley areas. 2. Contractor to use high grade elastomeric water-proofing sealant to patch-up all the screws, cracks and holes as well as the roof valleys. Apply a considerable and uniform amount of the sealant to cover effectively the roofing defects. 3. Contractor to use Gauge #20 GI sheets and patch/cover it with sealant or use tegula/concrete roof tiles that can fit to the curvature of existing roofing material and edged it with sealant. Repair materials maybe fastened with screws and patched with sealant. 4. Contractor to repaint all repaired areas with elastomeric waterproofing paint with the same color of the existing roof 5. Contractor to conduct the repair in accordance with engineering and safety standards. 6. Contractor to repair/replace any damage on any part of the roof and/or building structure during the repair works and shall be fully responsible for the safety, protection, security, and convenience of its personnel and the general public. 7. Contractor to supply all labor, equipment and tools to do the job. 8. Contractor to warrant its works for at least 6 months and shall conduct restoration / repair works where necessary. <p>*Contractor may inspect the area for verification. **Floor and Roof Layout will be presented during Pre-Bid Conference and is available upon request.</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: _____

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS (CITEM)
Golden Shell Pavilion, Roxas Blvd. cor. Sen. Gil J. Puyat Ave., Pasay City, 1300 Metro Manila

Summary of Building Leaks at Golden Shell Pavilion

Roof Leaks	
1	Valley Gutter
2	Operations Group 2 Area
3	Back Door
4	HRMD Area
5	SMDD Area
6	Corporate Services Area
7	OED Board Room

Ground Floor	
1	BAC Secretariat
2	Hallway CR Lobby Male
3	Meeting Room 1
4	Lobby Canopy
5	Operations Group 2
6	Pantry
7	Hallway EDSA near Corplan
8	Photocopy Room
9	Janitorial Electrical Room
10	Office Storage Room
11	DED Office
12	ED Office
13	Back Door

2nd Floor / Mezzanine	
1	SMDD
2	Controllership Pantry
3	HRMD Stock Room
4	HRMD Pantry