

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-2023-0173

**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 OF 8 PIECES KATHA AWARDS TROPHIES FOR MANILA FAME 2023

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

Approved Budget for the Contract	: PHP100,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 11 December 2023, 05:00PM
Opening of Bid	: 12 December 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. Notarized Omnibus Sworn Statement**
- 4. 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: _____

Date: 06 December 2023
RFQ No.: 2023-0173

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: 11 December 2023	Time: 05:00PM
Schedule of Opening of Bids: 12 December 2023	Time: 02:00PM Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
8	pieces	<p style="text-align: center;">FABRICATION OF KATHA AWARDS TROPHIES FOR MANILA FAME 2023</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 100,000.00</u></p> <p><u>Date Needed / Delivery Period:</u> 02 January 2024</p> <p><u>Specifications:</u> Rear View: Presented by CITEM Left Side View: - Manila FAME Logo (left top) - KATHA Logo (right top) - "Category: Name of Company" 1. Best Product Design: ▪ Furniture: Vito Selma – Alegra Chair ▪ Home and Décor Houseware: Pumice x Red Slab Pottery – Two Earths ▪ Lamps and Lighting: Triboa Bay – Quill Hanging Lamp ▪ Fashion: Mele + Marie – Emman ▪ Holiday and Gifts: Lara Banig Inc. – Lara Samar Parol 2. Eco-Design Award: Lara Banig Inc. – Lara Samar Stool Box 3. Best Booth Display: Industria 4. Best Sustainable Design (Booth): Province of Tarlac Right Side View: - 19 to 21 October 2023 - World Trade Center Metro Manila</p> <p style="text-align: center;"><u>(Please see attached Layout for more details)</u></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: _____

DETAILS OF TROPHY 1-8:

Font: MONTSERRAT

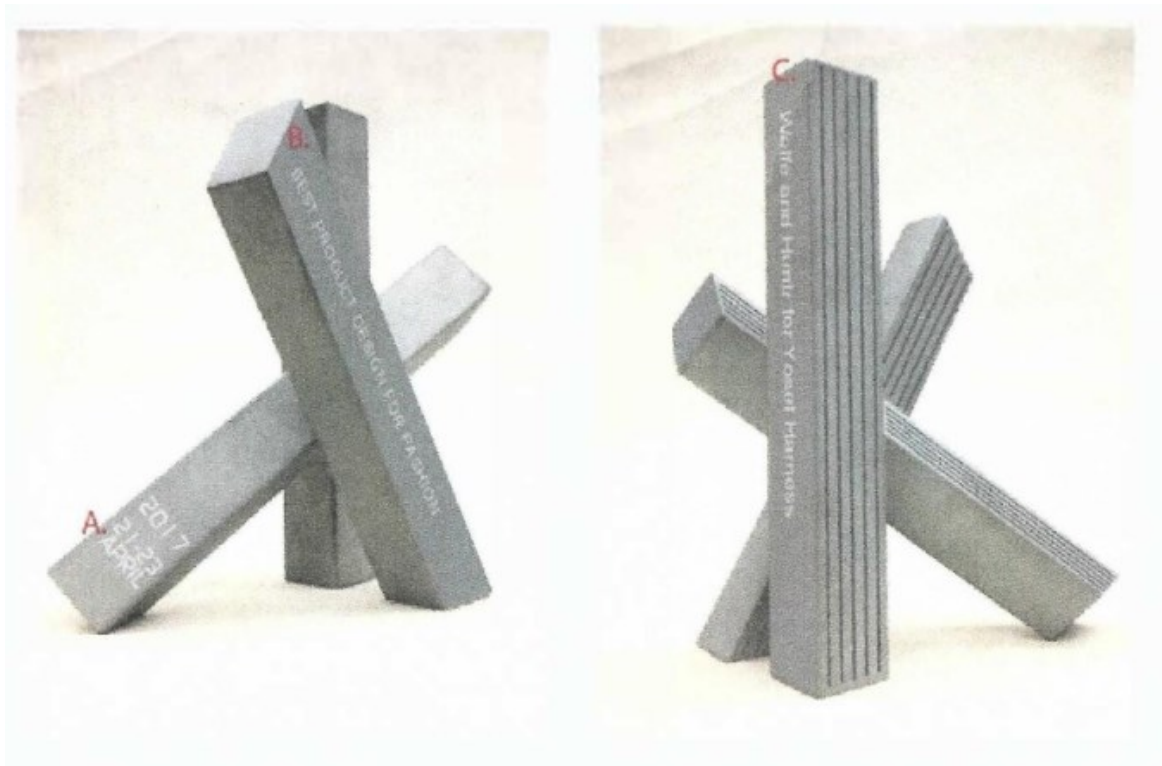
MANILA FAME

A. 19-21 OCTOBER 2023

B. Product Categories:

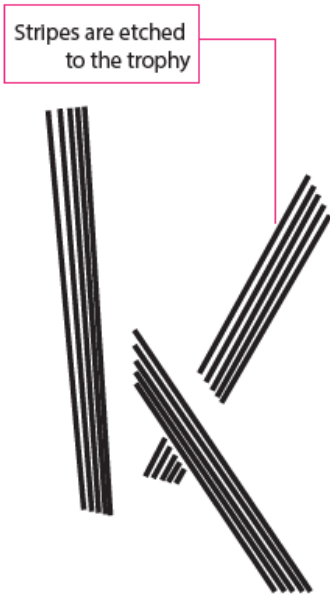
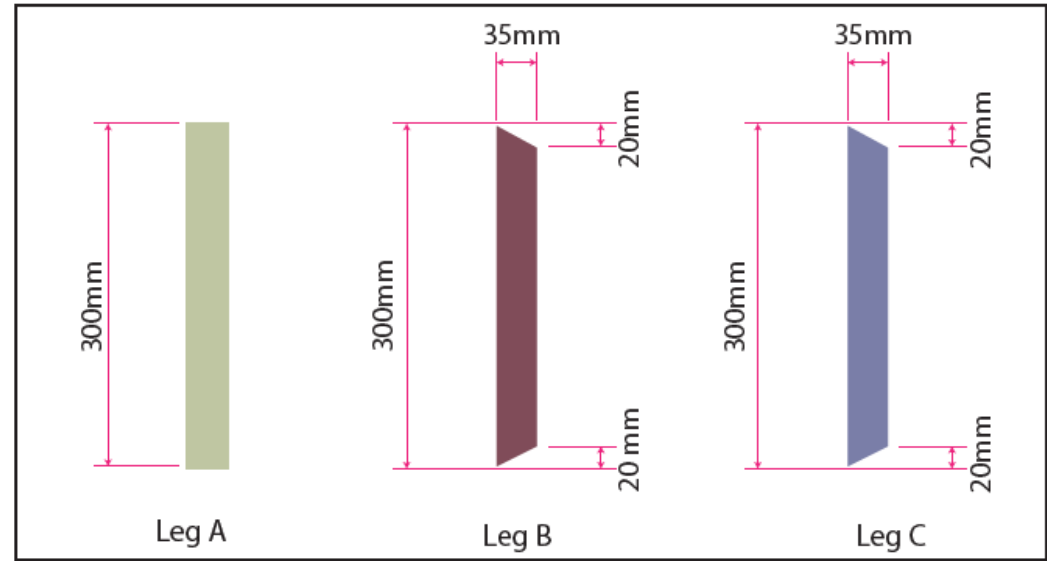
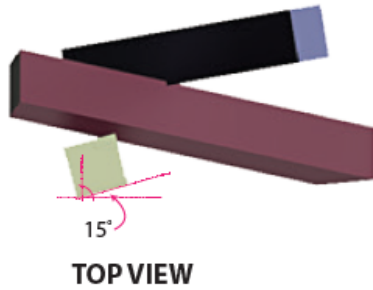
- a. BEST PRODUCT DESIGN FOR FASHION
- b. BEST PRODUCT DESIGN FOR FURNITURE
- c. BEST PRODUCT DESIGN FOR LAMPS AND LIGHTING
- d. BEST PRODUCT DESIGN FOR HOME DÉCOR AND HOUSEWARE
- e. HOLIDAY AND GIFT
- f. ECO-DESIGN AWARD
- g. BEST BOOTH DISPLAY
- h. BEST SUSTAINABLE BOOTH DESIGN

C. Company Name of Winner



MANILA FAME KATHA AWARDS TROPHY

Kindly note that the colors (red, blue and yellow) indicated here are for reference purposes only. The actual finish of the product will be the same as shown in the jpeg images provided.



FRONT VIEW

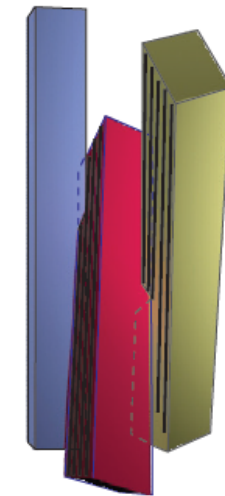


LEFT SIDE VIEW

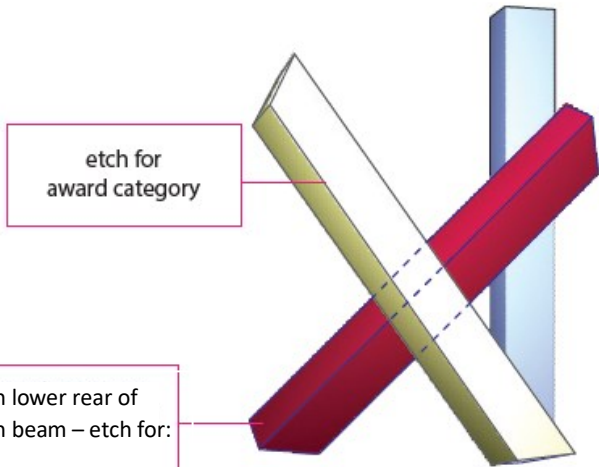


side etch for name of company (winner)

under the base, designer names are etched



RIGHT SIDE VIEW



etch for
award category

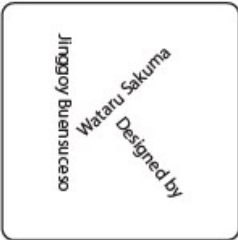
Date on lower rear of
maroon beam – etch for:

2023
19-21
OCTOBER

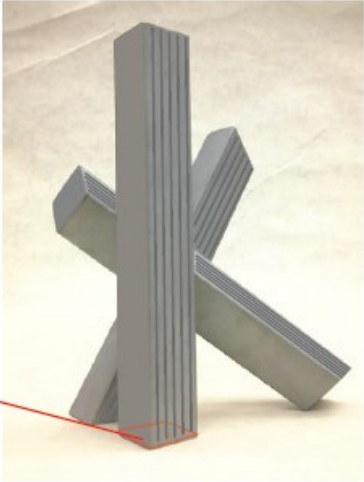
REAR VIEW



MATERIAL:
Stainless steel hollow
Tubing schedule 20;
sandblasted grey;
with matte clear
top coat finish.



to be laser etched on the bottom of
the tablet



LOGOS:

