

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-2024-0046-R2

REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT – TWO FAILED BIDDING)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

HIRING OF OFFICIAL EXHIBITION SIGNAGE CONTRACTOR FOR IFEX PHILIPPINES 2024

(Please see attached Request for Quotation Form, Terms of Reference, and Annexes for more details.)

Approved Budget for the Contract	: PHP 1,200,000.00
Pre-Bid Conference	: 26 April 2024, 02:00PM
Deadline of Submission of Technical, Financial Component, and Qualitative Evaluation Documents	: 29 April 2024, 05:00PM
Opening of Qualitative Evaluation Documents	: 29 April 2024, 05:00PM
Opening of Bids and Negotiation	: 30 April 2024, 02:00PM

Conduct of *Pre-bid Conference, Opening of Bids, and Negotiation* shall be held virtually thru Zoom and shall be open to all prospective bidders. Link of the aforementioned procurement activities 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:

Technical Component (1st Envelope / Compressed Folder)

- Valid PhilGEPS Certificate of Platinum Membership with Updated Annex A (all pages) in accordance with Section 8.5.2 of the IRR;**
- Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;**
- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid completed within five (5) years prior to the deadline for the submission and receipt of bids, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents together with the end-user's acceptance or official receipt(s) or sales invoice issued for the contract;**
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;**

Forms and amounts of Bid Security

LOT 1: TARPAULIN PRINT (227sqm)

- The amount of not less than Five Hundred Pesos (Php 500.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- The amount of not less than One Thousand Two Hundred Fifty Pesos (Php 1,250) if bid security is in Surety Bond.

LOT 2: PRINTABLE STICKER ON FOAMBOARD/SINTRABOARD (50sqm)

- The amount of not less than Seven Hundred Pesos (Php 700.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- The amount of not less than One Thousand Seven Hundred Fifty Pesos (Php 1,750.00) if bid security is in Surety Bond.

LOT 3: INSTALLATION / DISMANTLING / 2 WAY HAULING OF EXISTING SIGNAGES (1 lot)

- The amount of not less than Six Hundred Pesos (Php 600.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- The amount of not less than One Thousand Five Hundred Pesos (Php 1,500.00) if bid security is in Surety Bond.

LOT 4: TARPAULIN WITH WOOD STIFFENERS (293sqm)

- The amount of not less than Two Thousand Four Hundred Pesos (Php 2,400.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- The amount of not less than Six Thousand Pesos (Php 6,000.00) if bid security is in Surety Bond.

LOT 5: TARPAULIN WITH METAL STIFFENERS (122sqm)

- The amount of not less than One Thousand Pesos (Php 1,000.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- The amount of not less than Two Thousand Five Hundred Pesos (Php 2,500.00) if bid security is in Surety Bond.

LOT 6: PERFORATED TARPAULIN WITH STIFFENERS (190sqm)

- The amount of not less than One Thousand Five Hundred Pesos (Php 1,500.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or

- b. The amount of not less than Three Thousand Seven Hundred Fifty Pesos (Php 3,750.00) if bid security is in Surety Bond.

LOT 7: TARPAULIN WITH FRONT FRAMING (77.5sqm)

- a. The amount of not less than One Thousand Eight Hundred Pesos (Php 1,800.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 b. The amount of not less than Four Thousand Five Hundred Pesos (Php 4,500.00) if bid security is in Surety Bond.

LOT 8: TARPAULIN INSTALLED ON SYSTEMS (428.6sqm)

- a. The amount of not less than One Thousand Eight Hundred Pesos (Php 1,800.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 b. The amount of not less than Four Thousand Five Hundred Pesos (Php 4,500.00) if bid security is in Surety Bond.

LOT 9: TARPAULIN WITH PULL UP BANNER SYSTEMS (8.5sqm)

- a. The amount of not less than Two Hundred Pesos (Php 200.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 b. The amount of not less than Five Hundred Pesos (Php 500.00) if bid security is in Surety Bond.

LOT 10: PERFORATED GLASS STICKERS (70sqm)

- a. The amount of not less than One Thousand Four Hundred Pesos (Php 1,400.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 b. The amount of not less than Three Thousand Five Hundred Pesos (Php 3,500.00) if bid security is in Surety Bond.

LOT 11: DIGITAL/VINYL STICKER CUT-OUTS (47sqm)

- a. The amount of not less than One Thousand Four Hundred Pesos (Php 1,400.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 b. The amount of not less than Three Thousand Five Hundred Pesos (Php 3,500.00) if bid security is in Surety Bond.

LOT 12: PRINTABLE STICKER ON FOAMBOARD/SINTRABOARD (86sqm)

- a. The amount of not less than One Thousand Two Hundred Pesos (Php 1,200.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 b. The amount of not less than Three Thousand Pesos (Php 3,000.00) if bid security is in Surety Bond.

LOT 13: WOOD FRAMING STRUCTURES (507 linear meters)

- a. The amount of not less than Seven Thousand One Hundred Pesos (Php 7,100.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 b. The amount of not less than Seventeen Thousand Seven Hundred Fifty Pesos (Php 17,750.00) if bid security is in Surety Bond.

LOT 14: METAL FRAMING STRUCTURES (200 linear meters)

- a. The amount of not less than Two Thousand Four Hundred Pesos (Php 2,400.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 b. The amount of not less than Six Thousand Pesos (Php 6,000.00) if bid security is in Surety Bond.

or

Original copy of Notarized Bid Securing Declaration;

5. **Conformity with the Technical Specifications (Annex D), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;**
6. **Original and notarized duly signed Omnibus Sworn Statement (OSS)**
7. **Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.**
8. **Audited financial statements, showing, among others, the total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;**
9. **The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);**
or
Committed Line of Credit from a Universal or Commercial Bank in lieu of the NFCC computation;
10. **If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;**
or
Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Financial Component (2nd Envelope / Compressed Folder)

- **Original of duly signed and accomplished Financial Bid Form;**
- **Original of duly signed and accomplished Request for Quotation Form;**
- **Original of duly signed and accomplished Pricelist of Incidental Services**

Other documentary requirements under RA No. 9184 (as applicable)

- [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

- Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- i. Any government-issued document reflecting years in the industry and primary business
- ii. List/Portfolio detailing completed exhibition signage projects with attached certificate of completion from contracting agency or proof of contract

Bidders may access the prescribed forms and sample formats in this link: <https://bitly.ws/3ijC4>

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 Bids 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.

for 

ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

REQUEST FOR QUOTATION

- | | |
|--|---|
| <input type="checkbox"/> Shopping with ABC of Php 50,001 and above | <input type="checkbox"/> Small Value Procurement with ABC of Php 50,001 and above |
| <input type="checkbox"/> Lease of Real Property and Venue | <input checked="" type="checkbox"/> Others: Two-Failed Bidding |

Date: 19 April 2024

Company Name: _____

RFQ No.: 2024-0046-R2

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.

Pre-Bid Conference: 26 April 2024	Time: 02:00PM	Venue: Zoom
Deadline of Submission of Technical, Financial Component and Qualitative Evaluation Documents: 29 April 2024		Time: 05:00PM
Schedule of Opening of Qualitative Evaluation Documents: 29 April 2024		Time: 05:00PM
Schedule of Opening of Bids and Negotiation: 30 April 2024		Time: 02:00PM
		Venue: Zoom

HIRING OF OFFICIAL EXHIBITION SIGNAGE CONTRACTOR FOR IFEX PHILIPPINES 2024

(Please see attached Terms of Reference and Annexes for more details)

APPROVED BUDGET FOR THE CONTRACT: PHP 1,200,000.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		PRINTING AND MATERIAL COST (DELIVERY ONLY)		
227	sqm	LOT 1: TARPULIN PRINT <i>ABC: PHP25,000.00</i>		
50	sqm	LOT 2: PRINTABLE STICKER ON FOAMBOARD/SINTRABOARD <i>ABC: PHP35,000.00</i>		
		PRINTING, DELIVERY, INSTALLATION, DISMANTLING AND TWO-WAY HAULING		
1	lot	LOT 3: INSTALLATION / DISMANTLING / TWO-WAY HAULING OF EXISTING SIGNAGES (ex. LAMP POST, DIRECTIONAL BOARDS, PYRAMID STRUCTURES, etc.) <i>ABC: PHP30,000.00</i>		
293	sqm	LOT 4: TARPAULIN WITH WOOD STIFFENERS <i>ABC: PHP120,000.00</i>		
122	sqm	LOT 5: TARPAULIN WITH METAL STIFFENERS <i>ABC: PHP50,000.00</i>		
190	sqm	LOT 6: PERFORATED TARPAULIN WITH STIFFENERS <i>ABC: PHP75,000.00</i>		
77.5	sqm	LOT 7: TARPAULIN WITH FRONT FRAMING <i>ABC: PHP90,000.00</i>		
428.6	sqm	LOT 8: TARPAULIN INSTALLED ON SYSTEMS <i>ABC: PHP90,000.00</i>		
8.5	sqm	LOT 9: TARPAULIN WITH PULL UP BANNER SYSTEMS <i>ABC: PHP10,000.00</i>		
70	sqm	LOT 10: PERFORATED GLASS STICKERS <i>ABC: PHP70,000.00</i>		

47	sqm	LOT 11: DIGITAL/VINYL STICKER CUT-OUTS ABC: PHP70,000.00		
86	sqm	LOT 12: PRINTABLE STICKER ON FOAMBOARD/SINTRABOARD ABC: PHP60,000.00		
507	linear meter	LOT 13: 2" x 2" KILN DRIED WOOD FRAMING STRUCTURES ABC: PHP355,000.00		
200	linear meter	LOT 14: 2" x 2" TUBULAR METAL FRAMING STRUCTURES ABC: PHP120,000.00		
TOTAL BID OFFER				
		Instructions: - All the attached Annexes including this Request for Quotation Form shall be duly filled up, signed, and submitted on or before the stated deadline of submission of eligibility and financial bid.		

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 grouped into several lots, which shall be **awarded as separate contracts per lot**.

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.

for 
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: _____

TERMS OF REFERENCE

CITEM OFFICIAL EXHIBITION SIGNAGE/GRAPHIC PRINTING CONTRACTOR FOR IFEX PHILIPPINES

(Service Engagement: Upon signing of JO till 31 May 2024)

A. PROJECT TERMS AND COVERAGE.

The term of the contract shall start **upon signing of JO till 31 May 2024** for **IFEX Philippines 2024 Edition**.

***NOTE:** The contract to be awarded will cover the above project. Budget allocation is reflected on the Purchase request and considered as ABC of the project; and issuance of individual Job Orders will be based on actual and specific requirements of the project.*

B. WHO ARE ELIGIBLE TO BID.

1. Only persons/companies meeting all the following requirements shall be eligible/qualified to participate in the bidding:
 - a. Companies without prior or outstanding obligation (such as payment or service due) to CITEM; and
 - b. Companies who are not blacklisted in any government agencies.
 - c. Company's primary business should be printing services/signage printing contractor.
 - d. Company/ies who passed the qualitative requirements with a passing rate of 90%.

C. BASIC CONDITIONS.

1. The company with the lowest bid price in a category shall be considered the winning bidder for such category.
2. The Contractor shall take charge of the production and handling, as well as the installation and dismantling of all signage/graphics requirements of CITEM projects for the specific requirements.
3. The Contractor shall fill up the RFQ Form provided and the indicated bid price must be on a per square meter basis for all categories unless otherwise indicated.
4. The Contractor shall coordinate directly with CITEM's Exhibition Design Division (EDD) in confirming all signage/graphics requirements, as well as in seeking approval for samples to be submitted.
5. The Contractor shall provide labor and materials including scaffolding for the installation, dismantling and 2-way hauling of all signage/graphic requirements of CITEM including but not limited to materials such as frames, poles, and other fixtures whenever applicable.
6. The Contractor shall deploy a minimum of 15 technically competent workers during ingress and egress periods, which should be knowledgeable of all services offered by the contractor and should be able to adequately answer all questions raised by CITEM personnel in relation to their deliverables signage/graphic requirements.

7. The Contractor shall undertake to do simultaneous installations related to item No. 6. The supervisors will be responsible for on-site supervision to effect liaison with CITEM and its designated representative/s.
8. The Contractor shall undertake to perform the work wholly by itself without assigning or sub-contracting any part of it to a third party.
9. The Contractor shall provide maintenance service or after-sales service as a guarantee of good work for the whole duration of the Project, and shall assign personnel who shall be on call whenever their services will be required.
10. The Contractor shall be liable for damages of any parts of the facility or the exhibition venue caused by faulty installation. It shall perform its obligation under this agreement in accordance with best accepted professional standards. It shall exercise responsible skill, care and diligence in the discharge of the duties agreed to be performed.
11. The Contractor must dismantle the items/structure and haul the same to CITEM-designated warehouse/s with care to avoid damages. Damages incurred or caused by the Contractor shall be repaired/replaced at the Contractor's expense.
12. In the event that the Contractor cannot supply the request, CITEM reserves the right to source said request from other suppliers/printers provided such supplier/printers had undergone through the procurement process.
13. The Contractor must coordinate directly with the personnel in-charge for the use of the equipment and facilities of the exhibition venue.
14. CITEM shall issue corresponding Job Order (J.O.) to the Contractor for the actual and specific requirement based on awarded rates.
15. CITEM shall provide the design and specifications for all items. Contractor shall, if required, provide sample print/s and shall seek approval of the same prior to actual printing.

D. OTHER PERTINENT CONDITIONS.

1. The performance of the winning party shall be subject to review and evaluation. If it receives a rating below satisfactory, based on CITEM-EDD and Project Secretariat ratings, or is deemed unfit or incapable of handling the project, CITEM may either opt to undertake the project on its own or conduct another bidding. CITEM's decision on the performance of the winning contractor shall be considered final and binding.
2. In case CITEM terminates the contract of the Official Contractor based on unsatisfactory performance, the said Contractor may be banned from participating in any CITEM's projects for the succeeding year/s, the actual length of it will be based on CITEM's specified timeframe.
3. The selected Official Contractor may request cancellation of the contract in case of force majeure such as natural calamities and other circumstances like bankruptcy, which may prevent it from performing the services contracted for. However, CITEM reserves the right to assess and evaluate the validity of reason for the termination of the contract.

4. There shall be no employer-employee relationship between CITEM and the Contractor, Contractor's personnel and Supervisors.
5. All payments due to the Contractor shall be subject to deduction of the withholding tax and, if applicable, the Value-Added Tax (VAT).
6. CITEM-BAC reserves the right to reject any or all bids, waive any formality required therein, and recommend the award that is most advantageous to CITEM as the government procuring entity.

E. APPROVED BUDGET OF THE CONTRACT.

Php 1,200,000.00 (VAT inclusive).

F. CONDITIONS FOR PAYMENT.

Payment shall be made to the contractor only after the event based on actual orders made and approved by the Exhibition Design Division and/or Department Manager of the Communications and Creative Services Department.

ANNEX A

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

TABLE A				
Requirement	Quantity	Unit	Price per sqm	Total
PRINTING AND MATERIAL COST (DELIVERY ONLY)				
LOT 1. TARPAULIN PRINT	227	sqm		
LOT 2. PRINTABLE STICKER ON FOAMBOARD/SINTRABOARD	50	sqm		
PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING				
LOT 3. INSTALLATION / DISMANTLING / 2 WAY HAULING OF EXISTING SIGNAGES (ex. LAMP POST, DIRECTIONAL BOARDS, PYRAMID STRUCTURES, etc.)	1	lot		
LOT 4. TARPAULIN WITH WOOD STIFFENERS	293	sqm		
LOT 5. TARPAULIN WITH METAL STIFFENERS	122	sqm		
LOT 6. PERFORATED TARPAULIN WITH STIFFENERS	190	sqm		
LOT 7. TARPAULIN WITH FRONT FRAMING	77.5	sqm		
LOT 8. TARPAULIN INSTALLED ON SYSTEMS	428.6	sqm		
LOT 9. TARPAULIN WITH PULL UP BANNER SYSTEMS	8.5	sqm		
LOT 10. PERFORATED GLASS STICKERS	70	sqm		
LOT 11. DIGITAL/VINYL STICKER CUT-OUTS	47	sqm		
LOT 12. PRINTABLE STICKER ON FOAMBOARD/SINTRABOARD	86	sqm		
LOT 13. 2" x 2" KILN DRIED WOOD FRAMING STRUCTURES	507	Linear Meter		
LOT 14. 2" x 2" TUBULAR METAL FRAMING STRUCTURES	200	Linear Meter		
TOTAL (VAT Inclusive)				

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

I. PRINTING AND MATERIAL COST (Delivery Only)

PROCESS	Tarpaulin		Perforated Tarpaulin		Satin	Canvass	Polyester-Nylon	Magnetic sticker
	With Print	Without Print (Plain)	With Print	Without Print (Plain)				
Inkjet								
Indoor								
Outdoor								

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets and fastening materials.

II. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING (Installation on-site and/or existing CITEM structure)

PROCESS	Tarpaulin		Perforated Tarpaulin		Satin	Canvass	Polyester-Nylon	Magnetic sticker
	With Print	Without Print (Plain)	With Print	Without Print (Plain)				
Inkjet								
Indoor								
Outdoor								

III. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING. Front Framing only (see page 3 for sample)

PROCESS	Tarpaulin		Perforated Tarpaulin		Satin	Canvass	Polyester-Nylon	Magnetic sticker
	With Print	Without Print (Plain)	With Print	Without Print (Plain)				
Inkjet								
Indoor								
Outdoor								

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets and fastening materials.

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

IV. PRINTING AND MATERIAL COST (Delivery Only)

PROCESS	Tarpaulin with Stiffener (Top and Bottom)				Perforated Tarpaulin with Stiffener (Top and Bottom)			
	1"X 1" KILN DRIED WOOD	2"X 2" KILN DRIED WOOD	1"x 1" SQUARE HOLLOW TUBULAR METAL	2"x 2" SQUARE HOLLOW TUBULAR METAL	1"X 1" KILN DRIED WOOD	2"X 2" KILN DRIED WOOD	1"x 1" SQUARE HOLLOW TUBULAR METAL	2"x 2" SQUARE HOLLOW TUBULAR METAL
Inkjet								
Indoor								
Outdoor								

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets and fastening materials.

V. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING (Installation on-site and/or existing CITEM structure)

PROCESS	Tarpaulin with Stiffener (Top and Bottom)				Perforated Tarpaulin with Stiffener (Top and Bottom)			
	1"X 1" KILN DRIED WOOD	2"X 2" KILN DRIED WOOD	1"x 1" SQUARE HOLLOW TUBULAR METAL	2"x 2" SQUARE HOLLOW TUBULAR METAL	1"X 1" KILN DRIED WOOD	2"X 2" KILN DRIED WOOD	1"x 1" SQUARE HOLLOW TUBULAR METAL	2"x 2" SQUARE HOLLOW TUBULAR METAL
Inkjet								
Indoor								
Outdoor								

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets and fastening materials.

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

VI. PRINTING, INSTALLATION, DISMANTLING, 2-WAY HAULING OF PULL-UP BANNER WITH SYSTEM:

PROCESS	Tarpaulin	
	With Print	Without Print (Plain)
Inkjet		
Indoor		
Outdoor		

Note: Bid price is on a per square meter basis, inclusive of materials cost, structure system, metal eyelets and fastening materials.

VII. PRINTING AND MATERIAL COST (Delivery Only)

PROCESS	Printable Sticker				Printable Sticker on 3mm Sintra Board			Printable Sticker on Foam Board			Perforated Glass Sticker
	None	Matte	Glossy	Clear	None	Matte	Glossy	None	Matte	Glossy	
Lamination											
Indoor											
Outdoor											

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, fastening materials and boards.

VIII. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING (Installation on-site and/or existing CITEM structure)

PROCESS	Printable Sticker				Printable Sticker on 3mm Sintra Board			Printable Sticker on Foam Board			Perforated Glass Sticker
	None	Matte	Glossy	Clear	None	Matte	Glossy	None	Matte	Glossy	
Lamination											
Indoor											
Outdoor											

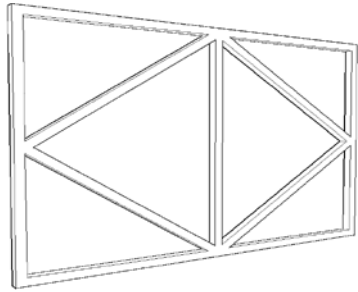
Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, fastening materials and boards.

IX. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING. Front Framing only. (see below)

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

PROCESS	Printable Sticker on 3mm Sintra Board			Printable Sticker on Foam Board		
	None	Matte	Glossy	None	Matte	Glossy
Indoor						
Outdoor						

Note: Bid price is on a per square meter basis, inclusive of materials cost, metal eyelets, fastening materials and boards.



FRONT FRAME ONLY: Sample framing only

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

X. ADDITIONAL STIFFENER

STIFFENER	1" PVC PIPE	1" HOLLOW BI PIPE #20	1"x 1" SQUARE HOLLOW TUBULAR METAL	2"x 2" SQUARE HOLLOW TUBULAR METAL	½" SOLID ROUND BAR	1" X 1" ALUMINUM	1" DIA. CHROME PIPE
COST PER LINEAR METER							

XI. ADDITIONAL STIFFENER – KILN DRIED WOOD PER LINEAR METER

STIFFENER	1"X 1"	1"X 2"	2"X 2"
WITH PAINT			
WITHOUT PAINT			

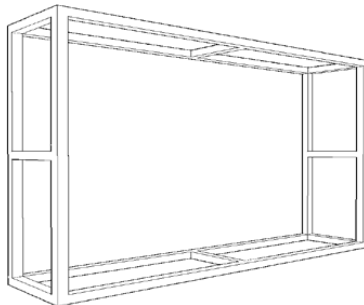
Note: Bid price is on per linear meter basis, to include cost of finishing of the stiffener.

XII. FULL FRAMING STRUCTURE (Including Fastening accessories e.g. rivets, bolts, washers, etc.)

MATERIAL	WITH PAINT	WITHOUT PAINT
1" X 2" Lumber	-	-
2" x 2" Lumber	-	-
1"X1" Square Hollow Tubular Metal	-	-
2"X2" Square Hollow Tubular Metal	-	-
1"X 1" Angle Bar	-	-

} *minimum 3mm thickness

Note: Bid price is on per linear meter basis



FULL FRAME: Sample framing only

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

**XIII. INSTALLATION/ DISMANTLING/ AND 2 WAY HAULING OF EXISTING CITEM SIGNAGES
(Including Structure/Frame Components)**

MATERIAL	COST
Aisle Signage (1 LOT)	
Indoor Signage	

Outdoor Signage (eg. fence banners, billboard)	
1- 5 sq.m.	
6-10 sq.m.	
10 sq.m. and above	

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

XIV. VINYL STICKER CUT OUT

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

XIV.A. COST OF VINYL STICKER CUT-OUTS with TRANSFER TAPE (Delivery Only)

Vinyl Sticker Cut-out with transfer tape	
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XIV.B. COST OF VINYL STICKER CUT-OUTS with TRANSFER TAPE (Delivery, Installation, Dismantling, 2-Way Hauling)

Vinyl Sticker Cut-out with transfer tape	
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XIV.C. COST OF VINYL STICKER CUT-OUT MOUNTED ON CUT OUT MATERIAL (Delivery Only)

	Acrylic			Plywood		Sintra Board		
	3mm	6mm	12mm	½" thk	¾" thk	3mm	6mm	12mm
Vinyl Sticker Cut-out mounted on cutout material:								

XIV.D. COST OF VINYL STICKER CUT-OUT MOUNTED ON CUT OUT MATERIAL (Delivery, Installation, Dismantling, 2-Way Hauling)

	Acrylic			Plywood		Sintra Board		
	3mm	6mm	12mm	½" thk	¾" thk	3mm	6mm	12mm
Vinyl Sticker Cut-out mounted on cutout material:								

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

XV. VINYL STICKER COST OF MATERIAL (DELIVERY ONLY)

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

Vinyl Sticker	
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XVI. VINYL STICKER COST OF MATERIAL WITH INSTALLATION ON EXISTING PANEL STRUCTURE

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

Vinyl Sticker	
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XVII. DIGITAL PRINT STICKER CUT OUT

Note: Bidding price is on a per square meter basis, inclusive of materials and cost of sticker.

XVII.A. COST OF DIGITAL PRINT OF STICKER CUT-OUTS WITH TRANSFER TAPE (Delivery Only)

Digital Sticker Cut-out with transfer tape	
--	--

XVII.B. COST OF DIGITAL PRINT OF STICKER CUT-OUTS WITH TRANSFER TAPE (Print, Delivery, Installation, Dismantling, 2-Way Hauling)

Digital Sticker Cut-out with transfer tape	
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ANNEX B
PRICELIST OF INCIDENTAL SERVICES

XVII.C. COST OF DIGITAL PRINTING OF STICKER CUT-OUT MOUNTED ON CUT-OUT MATERIAL (Delivery Only)

	Acrylic			Plywood		PVC Board			3mm Sintra Board
	3mm	6mm	12mm	½" thk	¾" thk	3mm	6mm	12mm	
Digital Sticker Cut-out mounted on cut-out material:									

XVII.D. COST OF DIGITAL PRINTING OF STICKER CUT-OUT MOUNTED ON CUT-OUT MATERIAL (Print, Delivery, Installation, Dismantling, 2-Way Hauling)

	Acrylic			Plywood		PVC Board			3mm Sintra Board
	3mm	6mm	12mm	½" thk	¾" thk	3mm	6mm	12mm	
Digital Sticker Cut-out mounted on cut-out material:									

XVIII. BOARD CUT OUT

XVIII.A. COST OF MATERIALS (Delivery only)

PLYWOOD ½" thk		Sintra Board 3mm	
PLYWOOD ¾" thk		Sintra Board 6mm	
PLYWOOD ½" thk with paint		Sintra Board 12mm	
PLYWOOD ¾" thk with paint		Acrylic 3mm	
MDF 18mm		Acrylic 6mm	
MDF 18mm with paint		Acrylic 12mm	
MDF 12mm		Acrylic built up letters	
MDF 12mm with paint			

Note: Bidding price is on a per square meter basis

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

XVIII.B. COST OF LABOR AND MATERIALS (Delivery, Installation, Dismantling & 2-Way Hauling)

PLYWOOD 1/2" thk		Sintra Board 3mm	
PLYWOOD 3/4" thk		Sintra Board 6mm	
PLYWOOD 1/2" thk with paint		Sintra Board 12mm	
PLYWOOD 3/4" thk with paint		Acrylic 3mm	
MDF 18mm		Acrylic 6mm	
MDF 18mm with paint		Acrylic 12mm	
MDF 12mm		Acrylic built up letters	
MDF 12mm with paint			

Note: Bidding price is on a per square meter basis, inclusive of materials cost of BOARD CUT-OUT and installation on bac

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

XVIII.C. STYRO-CUT-OUT

XVI.A. COST OF MATERIALS (Delivery Only)

TOTAL CUBIC AREA	0 to 10 cm	11 to 30 cm	31 to 50 cm	51 to 100 cm	101 cm and above
¼" THK					
½" THK					
1" THK					
2" THK					
3" THK					

XVI.B. COST OF LABOR MATERIALS (With Delivery, Installation, Dismantling & 2-Way Hauling)

TOTAL CUBIC AREA	0 to 10 cm	11 to 30 cm	31 to 50 cm	51 to 100 cm	101 cm and above
¼" THK					
½" THK					
1" THK					
2" THK					
3" THK					

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

XVII. STYRO CUT-OUT WITH PAINT FINISH

XVII.A. COST OF MATERIALS (Delivery Only)

TOTAL CUBIC AREA	0 to 10 cm	11 to 30 cm	31 to 50 cm	51 to 100 cm	101 cm and above
¼" THK					
½" THK					
1" THK					
2" THK					
3" THK					

XVII.B. Cost of labor Materials (With Delivery, Installation, Dismantling & 2-Way Hauling)

TOTAL CUBIC AREA	0 to 10 cm	11 to 30 cm	31 to 50 cm	51 to 100 cm	101 cm and above
¼" THK					
½" THK					
1" THK					
2" THK					
3" THK					

ANNEX B
PRICELIST OF INCIDENTAL SERVICES

XVIII. PRINTING AND MATERIALS (Materials c/o Contractor)

Acrylic	Wood	Glass	3mm Sintra Board	Foam Board	Tiles	Tin Plate	Back-lit Film
1-5 sq.m							
6-10 sq.m							
10 sq.m and above							

XIX. PRINTING, INSTALLATION, DISMANTLING, 2-WAY HAULING OF BACKLIT POSTER DURATRANS

IMAGE PRINT DURATRANS MATERIAL: _____/ SQ.M.

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

**ANNEX C
QUALITATIVE EVALUATION**

Company to be rated: _____

CRITERIA	VALUE POINT
<p>1. Company Profile and Experience The company should be at least 10 years in the signage printing industry whose primary business is printing services/signage printing contractor. Length of relevant experience:</p> <ul style="list-style-type: none"> • 10 years or more (30 points) • 5-9 years (20 points) • 1-4 years (10 points) <p>Document Required: Any government-issued document reflecting years in the industry and primary business.</p>	30
<p>2. Exhibition Signage Printing Contractor The company must have experience of being a signage contractor for exhibition events with a total of 8,000 sqm space or more for the past 5 years.</p> <ul style="list-style-type: none"> • 5-8 Exhibition Events as an appointed signage contractor (40 points) • 3-4 Exhibition Events as an appointed signage contractor (30 points) • 1-2 Exhibition Events as an appointed signage contractor (20 points) <p>Document Required: List/portfolio detailing their completed exhibition signage projects with attached certificate of completion from contracting agency or proof of contract.</p>	40
<p>3. Experience in locally held international trade shows The company must have completed locally held international trade shows with quality and good standing within the past 5 years.</p> <ul style="list-style-type: none"> • 4-5 locally held international trade shows or more (30 points) • 1-3 locally held international trade shows (15 points) <p>Document Required: List/portfolio detailing their completed exhibition signage projects with attached certificate of completion from contracting agency or proof of contract.</p>	30
TOTAL	100

Note: Only bidders who passed the Qualitative Evaluation shall proceed with the opening of financial bid.

Passing rate: 90%

Rater's Name and Signature

ANNEX D
CONFORMITY TO TECHNICAL SPECIFICATIONS

The Official Signage Contractor shall have a full responsibility to undertake the following:

ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1.	The Contractor shall take charge of the production and handling, as well as the installation and dismantling of all signage/graphics requirements of CITEM projects for the specific requirements.	
2.	The Contractor shall fill up the RFQ Form provided and the indicated bid price must be on a per square meter basis for all categories unless otherwise indicated.	
3.	The Contractor shall submit Price list of Incidental Services ANNEX B and the indicated bid price must be on a per square meter basis for all categories unless otherwise indicated and must be of the same rate of the RFQ submitted.	
4.	The Contractor shall coordinate directly with CITEM’s Exhibition Design Division (EDD) in confirming all signage/graphics requirements, as well as in seeking approval for samples to be submitted.	
5.	The Contractor shall provide labor and materials including scaffolding for the installation, dismantling and 2-way hauling of all signage/graphic requirements of CITEM including but not limited to materials such as frames, poles, and other fixtures whenever applicable.	
6.	The Contractor shall deploy a minimum of 15 technically competent workers during ingress and egress periods, which should be knowledgeable of all services offered by the contractor and should be able to adequately answer all questions raised by CITEM personnel in relation to their deliverables signage/graphic requirements.	
7.	The Contractor shall undertake to do simultaneous installations related to item No. 6. The supervisors will be responsible for on-site supervision to effect liaison with CITEM and its designated representative/s.	
8.	The Contractor shall undertake to perform the work wholly by itself without assigning or sub-contracting any part of it to a third party.	
9.	The Contractor shall provide maintenance service or after-sales service as a guarantee of good work for the whole duration of the Project and shall assign personnel who shall be on call whenever their services will be required.	
10	The Contractor shall be liable for damages of any parts of the facility, or the exhibition venue caused by faulty installation. It shall perform its obligation under this agreement in accordance with best accepted professional standards. It shall exercise responsible skill, care, and diligence in the discharge of the duties agreed to be performed.	
11	The Contractor must dismantle the items/structure and haul the same to CITEM-designated warehouse/s with care to avoid damages.	

	Damages incurred or caused by the Contractor shall be repaired/replaced at the Contractor's expense.	
12	In the event that the Contractor cannot supply the request, CITEM reserves the right to source said request from other suppliers/printers provided such supplier/printers had undergone through the procurement process.	
13	The Contractor must coordinate directly with the personnel in-charge for the use of the equipment and facilities of the exhibition venue.	
14	CITEM shall issue corresponding Job Order (J.O.) to the Contractor for the actual and specific requirement based on awarded rates.	
15	CITEM shall provide the design and specifications for all items. Contractor shall, if required, provide sample print/s and shall seek approval of the same prior to actual printing.	
16	The performance of the winning party shall be subject to review and evaluation. If it receives a rating below satisfactory, based on CITEM-EDD and Project Secretariat ratings, or is deemed unfit or incapable of handling the project, CITEM may either opt to undertake the project on its own or conduct another bidding. CITEM's decision on the performance of the winning contractor shall be considered final and binding.	
17	In case CITEM terminates the contract of the Official Contractor based on unsatisfactory performance, the said Contractor may be banned from participating in any CITEM's projects for the succeeding year/s, the actual length of it will be based on CITEM's specified timeframe.	
18	The selected Official Contractor may request cancellation of the contract in case of force majeure such as natural calamities and other circumstances like bankruptcy, which may prevent it from performing the services contracted for. However, CITEM reserves the right to assess and evaluate the validity of reason for the termination of the contract.	
19	There shall be no employer-employee relationship between CITEM and the Contractor, Contractor's personnel and Supervisors.	
20	All payments due to the Contractor shall be subject to deduction of the withholding tax and, if applicable, the Value-Added Tax (VAT).	

ANNEX E
Checklist of Technical and Financial Documents
CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
In accordance with Sections 8.5.2 of the IRR.

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents together with the end-user's acceptance or official receipt(s) or sales invoice issued for the contract; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

Or

- (e) Original copy of Notarized Bid Securing Declaration; **and**
- (f) Conformity with the Technical Specifications, (Annex D), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (g) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that

they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (j) Original of duly signed and accomplished Financial Bid Form; **and**
- (k) Original of duly signed and accomplished Request For Quotation Form
- (l) Original of duly signed and accomplished Pricelist of Incidental Services
- (m) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Prepared by:



TRINETTE O. RIGUERRA
TIDS, EDD

Recommending Approval:



ROWENA G. MENDOZA
OIC-DM, OG2



NORMAN BAGUILBAGUL
OIC-DM, CCSD

Approved by:



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DEPUTY EXECUTIVE DIRECTOR
Officer-In-Charge, CITEM