

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-2024-0058

**REQUEST FOR QUOTATION
(SHOPPING)**

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

PROCUREMENT OF VARIOUS SUPPLIES FOR ID PRINTING

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

QTY	UNIT	REQUIREMENT	APPROVED BUDGET FOR THE CONTRACT (ABC)
200	pieces	ID Case	: PHP 25.00 per piece or a total of PHP5,000.00
1	roll	Retransfer Film	: PHP28,000.00
1	set	Cleaning Kit for Matica Printer Model XID 8300	: PHP7,000.00
2	boxes	PVC Card 200 pcs. per box	: PHP 1,000.00 per box or a total of PHP2,000.00
1	roll	Lamination Film	: PHP30,000.00
1	roll	Color Ribbon 1 roll 10,000.00	: PHP10,000.00
Total Approved Budget for the Contract			PHP 82,000.00

Deadline of Submission of Eligibility Documents and Financial Bid	: 18 March 2024, 05:00PM
Opening of Bids	: 19 March 2024, 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 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.

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.


FR. KATRINA PINEDA, Vice Chairman
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: 14 March 2024

Company Name: _____

RFQ No.: 2024-0058

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: 18 March 2024	Time: 05:00PM
Schedule of Opening of Bid: 19 March 2024	Time: 02:00PM Venue: Zoom

PROCUREMENT OF VARIOUS SUPPLIES FOR ID PRINTING

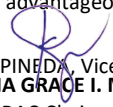
TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 82,000.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
200	pieces	ID Case <u>ABC: PHP350.00 per piece or a total of PHP3,500.00</u> Type of ID: Wallet Size Size of ID: 5.4 x 8.5 cm (standard size)		
1	roll	Retransfer Film <u>ABC: PHP28,000.00</u> • High-Definition Retransfer Films • yields: 1,000 counts/ roll for single sided printing • yields: 500 counts/ roll for dual sided printing • Compatibility to Matica Printer Model XID 8300		
1	set	Cleaning Kit for Matica Printer Model XID 8300 <u>ABC: PHP7,000.00</u> • Cleaning Card • Cleaning Swab • Cleaning Wipes		
2	boxes	PVC Card 200 pcs. per box <u>ABC: PHP 1,000.00 per box or a total of PHP2,000.00</u> 85.47 (l)x 53.85(w) x .8 thick		
1	roll	Lamination Film <u>ABC: PHP 30,000.00</u> • Yields: 625 Counts 1 Roll • Overlay Generic Hologram • Compatibility to Matica Printer Model XID 8300		
1	roll	Color Ribbon 1 roll 10,000.00 <u>ABC: PHP 10,000.00</u> • Ultra High Definition Color Ribbon • 1,000 prints/roll • Compatibility to Matica Printer Model XID 8300		
TOTAL BID OFFER:				

Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax and other charges.**
- 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 has several items and shall be **awarded as separate contracts per item.**

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.


FR. KATRINA PINEDA, Vice Chairman
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: _____