

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-2024-0064

**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:

**RENTAL, INSTALLATION, DISMANTLING, AND TWO-WAY HAULING OF BUYERS LOUNGE AREA IN  
IFEX PHILIPPINES 2024**

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

|   |                          |
|---|--------------------------|
| Approved Budget for the Contract                                  | : PHP 800,000.00         |
| Pre-Bid Conference  | : 02 April 2024, 02:00PM |
| Deadline of Submission of Eligibility Documents and Financial Bid | : 10 April 2024, 05:00PM |
| Opening of Eligibility Documents and Financial Bid                | : 11 April 2024, 02:00PM |

Conduct of Pre-bid Conference and Opening of Bids shall be held virtually via 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](mailto: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. Latest Income/Business Tax Return**

**4. Notarized Omnibus Sworn Statement**

**5. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

**6. Company Profile and list of projects for the past three (3) years**

*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, Financial Bid, and Qualitative Evaluation Documents 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: 27 March 2024  
RFQ No.: 2024-0064

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](mailto:citembac@citem.com.ph).

|   |                      |                    |
|---|----------------------|--------------------|
| Pre-Bid Conference: <b>02 April 2024</b>  | Time: <b>02:00PM</b> | Venue: <b>Zoom</b> |
| Deadline of Submission of Eligibility Documents and Financial Bid: <b>10 April 2024</b> | Time: <b>05:00PM</b> |                    |
| Schedule of Opening of Eligibility Documents and Financial Bid: <b>11 April 2024</b>    | Time: <b>02:00PM</b> | Venue: <b>Zoom</b> |

### RENTAL, INSTALLATION, DISMANTLING, AND TWO-WAY HAULING OF BUYERS LOUNGE AREA IN IFEX PHILIPPINES 2024

APPROVED BUDGET FOR THE CONTRACT: PHP 800,000.00

(Please see attached Design for more details)

| QTY | UNIT   | ARTICLE / WORK / DESCRIPTION / SPECIFICATION  | UNIT PRICE | AMOUNT |
|-----|--------|---|------------|--------|
| 1   | lot    | <b>I. MOBILIZATION / DEMOBILIZATION</b>   |            |        |
| 1   | lot    | <b>II. STRUCTURE 1 a.p.f.</b><br>a. C-purlins cover structure 1.8m x 3.6m x 4.8mH<br>b. Long span roof sheet 1.8m x 3.6m x 4.8mH<br>c. Tubular metal structure in 50mm x 25mm (2.4m x 0.3m x 4.2mH) w diagonal frame<br>d. 1/2" plywood TV shelf/rack with back and side walls (1.8m x 0.3m x 1.2mH) 2 sets   |            |        |
| 1   | lot    | <b>III. STRUCTURE 2 a.p.f.</b><br>a. C-purlins cover structure 4.2m x 3m x 4.8mH<br>b. Long span roof sheet 4.2m x 3m x 4.8mH   |            |        |
| 1   | lot    | <b>IV. STRUCTURE 3 a.p.f.</b><br>a. C-purlins cover structure 6m x 3m x 2.4mH with metal flash door<br>b. Long span roof sheet 6m x 3m x 2.4mH<br>c. Tubular metal structure in 50mm x 25mm (2.4m x 1.8mH) with diagonal frame<br>d. ½" plywood cladding (2.6m x 0.3m x 2.4mH)<br>e. Digital sticker cut-out with matte lamination mounted on structure (15sqm) |            |        |
| 3   | lot    | <b>V. GRID STRUCTURE (4.8m x 0.5m x 2.4mH) a.p.f.</b><br>a. Tubular metal structure in 50mm x 25mm (4.8m x 0.5m x 2.4mH) with diagonal frame<br>b. Digital print sticker mounted on foam board with matte lamination back to back print (4.8m x 2.4mH)<br>c. LED strip lighting (Color Red) (20 Linear meters)  |            |        |
| 4   | sets   | <b>VI. FREE STANDING WALL 1 (1.2m x 2.4mH) a.p.f.</b><br>a. Tubular framing structure in 50mm x 25mm (1.2m x 0.3m x 2.4mH)<br>b. Long span roof sheet 1.2m x 2.4mH  |            |        |
| 7   | sets   | <b>VII. FREE STANDING WALL 2 (1.2m x 2.4mH) a.p.f.</b><br>a. Tubular framing structure in 50mm x 25mm (1.2m x 0.3m x 2.4mH)<br>b. Long span roof sheet 1.2m x 2.4mH<br>c. Digital print sticker cut-out with matte lamination mounted on long span roof sheet (1.2m x 1.8mH)  |            |        |
| 1   | Set    | <b>VIII. RECEPTION COUNTER 1 L-TYPE (2m x 0.5m x 1mH) a.p.f.</b><br>a. ½" plywood counter with cupboard and framing<br>b. Tubular metal cladding in 25mm x 25mm (2m x 0.5m x 1mH)   |            |        |
| 2   | sets   | <b>IX. RECEPTION COUNTER 2 (1.5m x 0.5m x 1mH) a.p.f.</b><br>a. ½" plywood counter with cupboard and framing<br>b. Tubular metal cladding in 25mm x 25mm (2m x 0.5m x 1mH)  |            |        |
| 17  | pieces | <b>X. RECTANGULAR MEETING TABLE (1.4m x 0.6m x 0.8mH)</b><br>a. Tubular metal framing in 50mm x 25mm (1.4m x 0.6m x 0.8mH)<br>b. ¾" plywood counter top in wood varnish finish a.p.f.   |            |        |
| 1   | piece  | <b>XI. BAR TABLE (1.8m x 0.4m x 1.1mH)</b>  |            |        |



|                        |      |   |  |  |
|------------------------|------|---|--|--|
| 2                      | sets | XII. SOFA SET (1 set 3 seater, 2 sets 1 seater)   |  |  |
| 1                      | lot  | XIII. CAFÉ STRUCTURE 1 (3.6m x 3.6m x 2.8mH) a.p.f.<br>a. C-purlins cover structure and framing 3.6m x 3.6m x 2.8mH w wire mesh 2" x 2" (18sqm)<br>b. ¼" plywood cladding with paint finish (7.2m x 2.8mH) a.p.f.             |  |  |
| 1                      | lot  | XIV. CAFÉ STRUCTURE 2 (2.4m x 0.6m x 3.6mH) a.p.f.<br>a. C-purlins cover structure and framing 2.4m x 0.6m x 3.6mH w wire mesh 2" x 2" (3sqm)<br>b. Digital sticker cut-out mounted on pvc board with matte lamination (1sqm) |  |  |
| 1                      | lot  | XV. CAFÉ STRUCTURE 3 (3m x 0.4m x 2.4mH) a.p.f.<br>a. Tubular metal structure in 50mm x 25mm (3m x 0.4m x 2.4mH) w diagonal frame<br>b. ½" plywood TV shelf with back and side walls (1.8m x 0.3m x 1.2mH)                    |  |  |
| 2                      | lot  | XVI. CAFÉ STRUCTURE 4 (1.2m x 0.3m x 2.4mH) a.p.f.<br>a. Tubular metal structure in 25mm x 25mm (1.2m x 0.3m x 2.8mH) w wire mesh 2" x 2" (3sqm)<br>b. ¼" plywood mounted on structure (1.2m x 2.4mH)                         |  |  |
| 2                      | lot  | XVII. CAFÉ STRUCTURE 5 (1.2m x 0.3m x 2.4mH) a.p.f.<br>a. Tubular metal structure in 25mm x 25mm (1.2m x 0.3m x 2.4mH)<br>b. Digital print sticker cut-out mounted on PVC/sintra board mounted on structure                   |  |  |
|                        |      | XVIII. LIGHTING   |  |  |
| 43                     | sets | a. 15 watts spotlight warm white in white casting   |  |  |
| 19                     | sets | b. 30 watts flood light warm white (7 pcs in black casing, 12 pcs in white casing)  |  |  |
| 2                      | sets | c. Black track lights with track bar (3 pcs 12 watts track light warm white in black casing with 3m Track bar per set)  |  |  |
| 15                     | sets | XIX. 2-GANG CONVENIENCE OUTLET  |  |  |
| 1                      | lot  | XX. WIRINGS AND CONDUITS  |  |  |
| 180                    | sqm  | XXI. CARPET (red)   |  |  |
| <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, 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, stain and the like) starting on ingress of **06 May 2024 – 08 May 2024** and egress on **12 May 2024, 07:00PM – 12:00MN**.
- The contractor shall complete installation of the requirements on **08 May 2024, 02:00PM**.
- Contractors should at least five (5) years in the business and must have a Very Satisfactory (VS) Rating if contractor was previously hired by CITEM. (Please provide company profile and list of projects for the past three (3) years).
- All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise. Items shall be delivered to the CITEM office and shall be received by the General Services Division (GSD) Representative.
- 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.
- Required documents, if any, must be submitted within 3 Days after receipt of notice.
- 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 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: \_\_\_\_\_