

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-2024-0116

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:

HIRING OF OFFICIAL EXHIBITION SIGNAGE CONTRACTOR FOR CREATE PHILIPPINES 2024

(Please see attached Request for Quotation Form, Terms of Reference and Exhibition Signage Printer/Contractor Bidding Form for more details.)

Approved Budget for the Contract	: PHP 400,000.00
Pre-Bid Conference	: 02 July 2024, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 05 July 2024, 05:00PM
Opening of Qualitative Evaluation Documents	: 05 July 2024, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 09 July 2024, 02:00PM

Conduct of Pre-bid Conference and Opening of Bids 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:

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.**
- **Exhibition Signage Printer/Contractor Bidding Form.**

Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- i. **Certificate of Registration or any government issued document**
- ii. **Sample works/portfolio with attached photos**
- iii. **Certificate of completion / job order or any official document to show proof of engagement**

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 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.



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

CITEM.BAC.FR.009
REV 1



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 June 2024

RFQ No.: 2024-0116

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.

<i>Schedule of Pre-Bid Conference: 02 July 2024</i>	<i>Time: 02:00PM</i>	<i>Venue: Zoom</i>
<i>Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 05 July 2024</i>	<i>Time: 05:00PM</i>	
<i>Schedule of Opening of Qualitative Evaluation Documents: 05 July 2024</i>	<i>Time: 05:00PM</i>	
<i>Schedule of Opening of Eligibility Documents and Financial Bid: 09 July 2024</i>	<i>Time: 02:00PM</i>	<i>Venue: Zoom</i>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF OFFICIAL EXHIBITION SIGNAGE CONTRACTOR FOR CREATE PHILIPPINES 2024</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 400,000.00</u></p> <p><u>(Please see attached Terms of Reference for more details.)</u></p> <p>Note: Bidders must duly fill in this Request for Quotation Form together with the Exhibition Signage Printer/Contractor Bidding Form. Both forms must be signed by the authorized representative of the interested bidder.</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: _____

TERMS OF REFERENCE

CITEM OFFICIAL EXHIBITION SIGNAGE/GRAPHIC PRINTING CONTRACTOR FOR CREATE PHILIPPINES

(Service Engagement: Upon signing of JO till 30 December 2024)

A. EVENT DETAILS

The Center for International Trade Expositions and Missions (CITEM) in partnership with the Cultural Center of the Philippines (CCP) shall be hosting an intensive capacity-building program seeking to enhance the tour planning skills and business acumen of Filipino performing groups and companies entitled NAVIGATE THE TOURING CIRCUIT.

This program aims to provide selected performing arts organizations and companies with training and mentorship on the technicalities of touring such as strategic planning, events management, pitching, marketing, and more.

The capacity building activities shall be held strategically in different parts of the Philippines and shall have two phases. Below is the initial schedule and locations of capacity building:

CAPACITY BUILDING PHASES	LOCATION	DATES
PHASE 1		
CAPACITY BUILDING 1	UP MANILA	JULY 11, 2024
CAPACITY BUILDING 2	BOHOL	JULY 17-19, 2024
CAPACITY BUILDING 3	CLARK, PAMPANGA	JULY 24-26, 2024
CAPACITY BUILDING 4	DAPITAN, ZAMBOANGA	JULY 28 – AUGUST 01
PHASE 2		
*Final locations and dates for finalization with CCP.		
CAPACITY BUILDING 5	Manila (exact location to be advised)*	September 2024*
CAPACITY BUILDING 6	Luzon (exact location to be advised)*	October 2024*
CAPACITY BUILDING 7	Visayas (exact location to be advised)*	November 2024*
CAPACITY BUILDING 8	Mindanao (exact location to be advised)*	December 2024*

*Phase 2 is a new development from the recently held meeting between CITEM and CCP. Dates and locations to be finalized.

B. PROJECT TERMS AND COVERAGE.

The term of the contract shall start **upon signing of JO till 30 December 2024 for CREATE Philippines 2024 Edition.**

C. 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.

Criteria for Award: Lowest Calculated and Responsive Bidder

Mode of Procurement: Small Value Procurement

Passing rate for the qualitative evaluation: 80%

CRITERIA	VALUE POINT
<p>1. Company Profile and Experience The company should be in the exhibition 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 and above (25 points) • 6-9 years (15 points) • 1-5 years and below (5 points) <p>Document Required: Certificate of Registration or any government issued document</p>	25
<p>2. Exhibition Signage Printing Contractor The company must have experienced being an exhibition signage contractor for exhibition events for the past 5 years.</p> <ul style="list-style-type: none"> • 5-8 Exhibition Events as an appointed exhibition signage contractor (25 points) • 3-4 Exhibition Events as an appointed exhibition signage contractor (15 points) • 1-2 Exhibition Events as an appointed exhibition signage contractor (5 points) <p>Document Required: Sample works/portfolio with attached photos</p>	25
<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 (50 points) • 1-3 locally held international trade shows (25 points) <p>Document Required: Certificate of completion / job order or any official document to show proof of engagement</p>	50
TOTAL	100

D. 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 Mobilization/Transportation cost in the Exhibition Signage Printer / Contractor Bidding Form based on the indicated locations of the capacity building. Should there be changes in the location, the actual cost must be reflected in the progressive billing of the contractor.

4. The Contractor shall fill up the Exhibition Signage Printer / Contractor Bidding Form provided and the indicated bid price must be on a **per square meter** basis for all categories unless otherwise indicated.
5. 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.
6. 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.
7. The Contractor shall deploy a **minimum of 3 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 signage/graphic deliverable.
8. 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.
9. The Contractor may sub-contract **raw materials only** such as but not limited to wooden framing materials, metal framing materials and other equipment needed to fabricate or construct signage requirements for **LOCATIONS OUTSIDE METRO MANILA ONLY**. With this arrangement, the contractor must guarantee consistent quality standard materials.
10. 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.
11. The Contractor shall be liable for damage to 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.
12. 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. The contractor may have the option to leave the signages at the event location should the venue agree to this arrangement upon confirmation of the project officer or coordinator of the operations and exhibitions team.
13. 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.
14. The Contractor must coordinate directly with the personnel in-charge for the use of the equipment and facilities of the exhibition venue.
15. CITEM shall issue the corresponding Job Order (J.O.) to the Contractor for the actual and specific requirement based on awarded rates.
16. 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.

E. 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. All other stipulations mentioned in the Minutes of the Meeting with the bidders and/or CITEM-BAC and written communications from CITEM shall constitute as part of these bidding guidelines and shall be issued in the form of Supplemental / Bid Bulletin.
7. 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.

F. APPROVED BUDGET OF THE CONTRACT.

The total approved budget of the contract is Four Hundred Thousand Pesos (Php 400,000.00) Inclusive of all applicable taxes.

***NOTE:** Each capacity building event requirement for printing shall be supported by individual Purchase Request and shall be the basis of payment together with the individual Job Order. Accumulated individual Purchase Requests shall not exceed the total approved budget for the contract.*

Additional Orders, if the need arises, can be made directly to the winning contractor, provided there is an approved budget for the additional order.

G. CONDITIONS FOR PAYMENT AND PAYMENT SCHEME.

Payment shall be made to the contractor every after event has been delivered based on the actual mobilization/transportation-related costs and orders made and approved by CITEM.

The proposed payment scheme for the project will be billed progressively upon the issuance of the Service Invoice and Delivery Receipt of the contractor **every after event**.

Prepared by:



TRINETTE O. RIGUERRA
TIDS
Exhibition Design Division

Recommending Approval:



MARJO F. EVIO
OIC-Department Manager, OG1



NORMAN BAGULBAGUL
OIC-Department Manager, CCSD

Approved by:



LEAH PULIDO OCAMPO
Executive Director



EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

I. MOBILIZATION / TRANSPORTATION COST

CAPACITY BUILDING PHASES	LOCATIONS	MOBILIZATION / TRANSPORTATION COST
CAPACITY BUILDING 1	UNIVERSITY OF THE PHILIPPINES, MANILA	
CAPACITY BUILDING 2	BOHOL	
CAPACITY BUILDING 3	CLARK, PAMPANGA	
CAPACITY BUILDING 4	DAPITAN, ZAMBOANGA	
CAPACITY BUILDING 5	MANILA	
CAPACITY BUILDING 6	LUZON	
CAPACITY BUILDING 7	VISAYAS	
CAPACITY BUILDING 8	MINDANAO	
TOTAL AMOUNT (VAT INCLUSIVE)		

Note: Mobilization and transportation cost shall not exceed the total allocated budget of PHP 100,000.00 for the whole engagement period (Capacity Building 1-8)

II. 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.

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

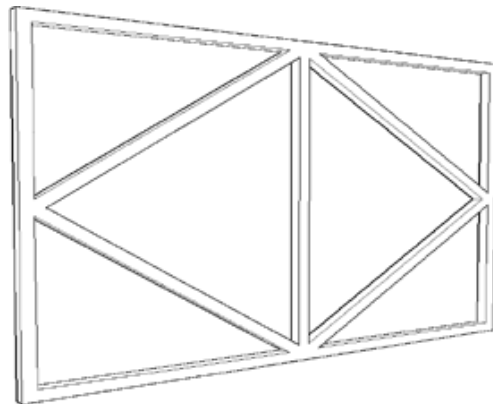
III. PRINTING, DELIVERY, INSTALLATION, DISMANTLING, AND 2 WAY HAULING (Installation on-site and/or existing CITEM structure)

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

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

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, hooks and fastening materials.



FRONT FRAME ONLY: Sample framing only

Submitted By: _____
 Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

V. 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, hooks and fastening materials.

VI. 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, hooks and fastening materials.

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

VII. 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, metal eyelets, hooks and fastening materials.

VIII. PRINTING AND MATERIAL COST (Delivery Only)

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

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

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

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

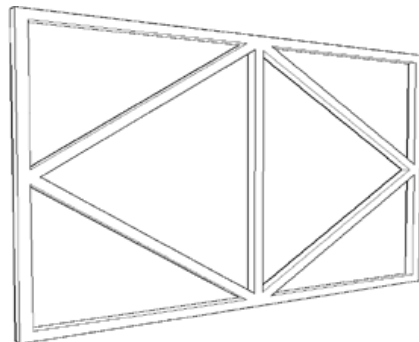
PROCESS	Printable Sticker				Printable Sticker on 3mm Sintra Board			Printable Sticker on Foam Board			Perforated Glass Sticker
Lamination	None	Matte	Glossy	Clear	None	Matte	Glossy	None	Matte	Glossy	
Indoor											
Outdoor											

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

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

PROCESS	Printable Sticker on 3mm Sintra Board			Printable Sticker on Foam Board		
Lamination	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

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XI. 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							

XII. ADDITIONAL STIFFENER – KILN DRIED WOOD PER LINEAR METER

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

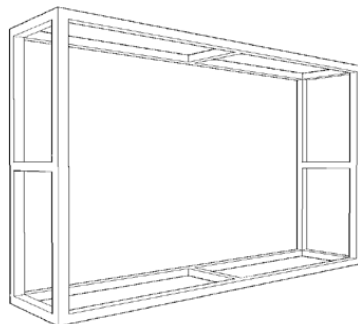
Note: Bid price is on per linear meter basis, to include cost of finishing of the stiffener.

XIII. 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

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XIV. 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	

Submitted By: _____
 Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XV. VINYL STICKER CUT OUT

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

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

Vinyl Sticker Cut-out with transfer tape	
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XV.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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XV.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:								

XV.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:								

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XVI. 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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XVII. 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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XVIII. DIGITAL PRINT STICKER CUT OUT

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

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

Digital Sticker Cut-out with transfer tape	
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XVIII.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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Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XVIII.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	1/2" thk	3/4" thk	3mm	6mm	12mm	
Digital Sticker Cut-out mounted on cut-out material:									

XVIII.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	1/2" thk	3/4" thk	3mm	6mm	12mm	
Digital Sticker Cut-out mounted on cut-out material:									

XIX. BOARD CUT OUT

XIX.A. COST OF MATERIALS (Delivery only)

Sintra Board 3mm	
Sintra Board 6mm	
Sintra Board 12mm	
Acrylic 3mm	
Acrylic 6mm	
Acrylic 12mm	
Acrylic built up letters	

Note: Bidding price is on a per square meter basis

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

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

Sintra Board 3mm	
Sintra Board 6mm	
Sintra Board 12mm	
Acrylic 3mm	
Acrylic 6mm	
Acrylic 12mm	
Acrylic built up letters	

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

Submitted By: _____
Company Name & Signature over Printed Name

Date: _____

EXHIBITION SIGNAGE PRINTER / CONTRACTOR BIDDING FORM

XVII. 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							

XX. 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: _____