

**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-2025-0215**

**REQUEST FOR QUOTATION**  
**(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)**

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

**FABRICATION, HAULING, MOBILIZATION, INSTALLATION AND  
DISMANTLING OF MEDIA LAUNCH EVENT FOR FASHION PHILIPPINES IN  
MILAN**

*(Please see attached Request for Quotation Form, Floor Plan, Design, and Perspectives for more details.)*

Approved Budget for the Contract	: <b>PHP200,100.00</b>
Deadline of Submission of Eligibility Documents and Financial Bid	: <b>08 August 2025, 05:00PM</b>
Schedule of Opening of Eligibility Documents and Financial Bid	: <b>09 August 2025, 02:00PM</b>

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](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. Notarized Omnibus Sworn Statement**
- 4. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

*Financial Bid (2nd Envelope / Compressed Folder)*

- **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- 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](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 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](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)

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: 04 August 2025

RFQ No.: 2025-0215

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).

Deadline of Submission of Eligibility Documents and Financial Bid: **08 August 2025**

Time: **05:00PM**

Schedule of Opening of Eligibility Documents and Financial Bid: **09 August 2025**

Time: **02:00PM**

Venue: **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>FABRICATION, HAULING, MOBILIZATION, INSTALLATION AND DISMANTLING OF MEDIA LAUNCH EVENT FOR FASHION PHILIPPINES IN MILAN</b>  <u>APPROVED BUDGET FOR THE CONTRACT: PHP 200,100.00</u>  <b>Date Needed / Delivery Date:</b> Ingress Dates: 10 August 2025 Event Proper: 11 August 2025 Egress Dates: 11 August 2025 (Exact time – TBA)  <b>Event Venue:</b> Hotel Benilde Maison De La Salle, Manila  <i>(Please see attached Floor Plan, Design and Perspectives for more details)</i>		
1	lot	<b>I. MOBILIZATION COST</b> Fabrication, Hauling, Installation, and Dismantling <u>ABC: PHP10,000.00</u>		
1	unit	<b>II. SHOWCASE AREA</b> <b>a. Structure A</b> – 4.00mL x 0.35mW x 2.20mH and 0.80mL x 0.35mW x 2.20m H Metal Based Structure with Digital Print on Panaflex with LED Tube with framing <b>RENTAL</b> <u>ABC: PHP35,000.00</u>		
1	unit	<b>b. Structure B</b> – 3.60mL x 0.35mW x 2.20mH and 5.70mL x 0.35mW x 2.20mH and 0.45m 0.35mW x 2.20mH Metal Based Structure with Digital Print on Panaflex with LED Tube with Framing <b>RENTAL</b> <u>ABC: PHP80,000.00</u>		
2	units	<b>c. Pedestal A</b> – 0.80mL x 0.30mW x 0.70mH Wooden Pedestal in approved finish <b>RENTAL</b> <u>ABC: PHP2,500.00 per unit or a total of PHP5,000.00</u>		
2	units	<b>d. Pedestal B</b> – 0.60mL x 0.40mW x 0.80mH Wooden Pedestal in approved finish <b>RENTAL</b> <u>ABC: PHP2,200.00 per unit or a total of PHP4,400.00</u>		
2	units	<b>e. Pedestal C</b> – 0.50mL x 0.40mW x 0.90mH Wooden Pedestal in approved finish <b>RENTAL</b> <u>ABC: PHP2,100.00 per unit or a total of PHP4,200.00</u>		



1	unit	<b>III. GRAPHIC REQUIREMENTS</b> a. 4.00m x 0.35m x 2.30mH Photo wall in printed tarpaulin with wooden framing <u>ABC: PHP13,900.00</u>		
2	units	b. 2.00m x 0.35m x 2.30mH Mentors and Partners board in printed tarpaulin with wooden framing <u>ABC: PHP7,500.00 per unit or a total of PHP15,000.00</u>		
2	units	c. 1.30m x 2.20mH Column Cladding in printed tarpaulin with front framing <u>ABC: PHP4,200.00 per unit or a total of PHP8,400.00</u>		
10	sqm	d. Sticker on sintra board <b>PURCHASE</b> <u>ABC: PHP1,000.00 per sqm or a total of PHP10,000.00</u>		
4	sqm	e. Sticker cut-out <b>PURCHASE</b> <u>ABC: PHP1,000.00 per sqm or a total of PHP4,000.00</u>		
8	sqm	f. Vinyl sticker <b>PURCHASE</b> <u>ABC: PHP900.00 per sqm or a total of PHP7,200.00</u>		
1	lot	<b>IV. ELECTRICAL REQUIREMENTS</b> a. Wirings and Conduits <u>ABC: PHP3,000.00</u>		
<b>Page 2 of 2</b>				

**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 and 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: \_\_\_\_\_

FASHION  
**Philippines**

MILAN

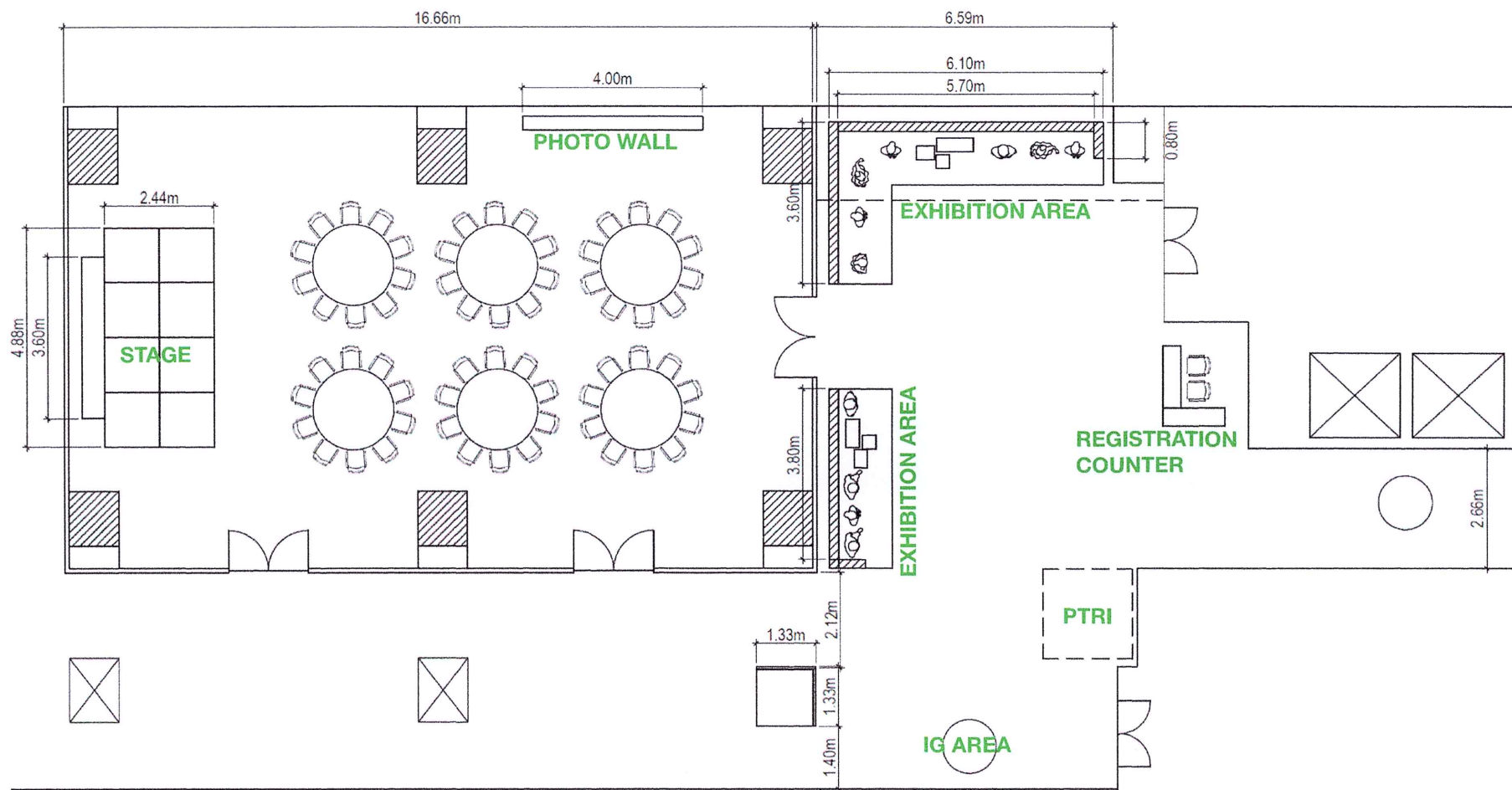
2025

**MEDIA LAUNCH**

Hotel Benilde Maison De La Salle, Manila  
11 August 2025



# FLOOR PLAN





<div>CITEM</div> <div>EXHIBITION DESIGN DIVISION</div>	PROJECT	FASHION PHILIPPINES - MILAN		SHEET CONTENT		DESIGNED BY:	RECOMMENDING APPROVAL:	APPROVED BY / COMMENTS:
	TITLE	MEDIA LAUNCH		DESIGN APPROVAL		KATHERINE MAY G. APODACA ADC - EDD	JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD	
	LOCATION	HOTEL BENILDE MAISON DE LA SALLE, MANILA		SHEET NO.	REVISION NO.	RECOMMENDING APPROVAL:	RECOMMENDING APPROVAL:	
DATE / TIME	01 AUGUST 2025		1	01	NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD	MARLOE EVIO DEPARTMENT MANAGER - SBD	LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM	

LOBBY  
GROUND  
FLOOR

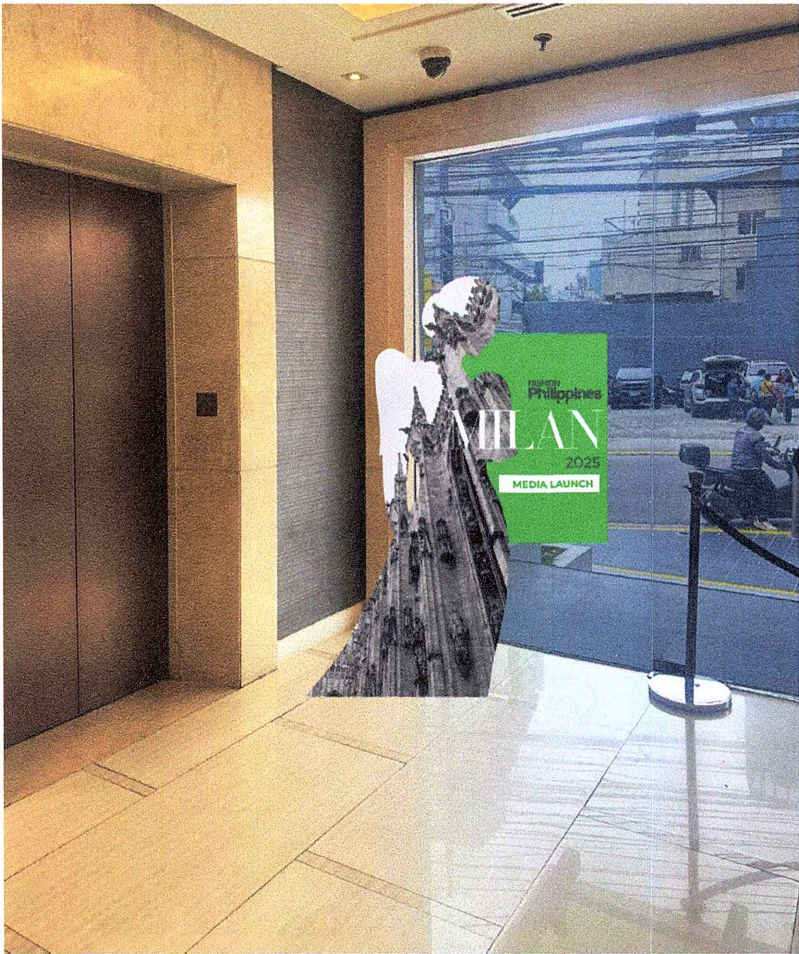
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<div></div> <div>EXHIBITION DESIGN DIVISION</div>	PROJECT	FASHION PHILIPPINES - MILAN	SHEET CONTENT		DESIGNED BY:	RECOMMENDING APPROVAL:	APPROVED BY / COMMENTS:
	TITLE	MEDIA LAUNCH	DESIGN APPROVAL		KATHERINE MAY G. APODACA ADC - EDD	JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD	
	LOCATION	HOTEL BENILDE MAISON DE LA SALLE, MANILA	SHEET NO.	REVISION NO.	RECOMMENDING APPROVAL:	RECOMMENDING APPROVAL:	
DATE / TIME	01 AUGUST 2025		2	01	NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD	MARJO F. EVIO DEPARTMENT MANAGER - SBD	<div></div> <div>LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM</div>



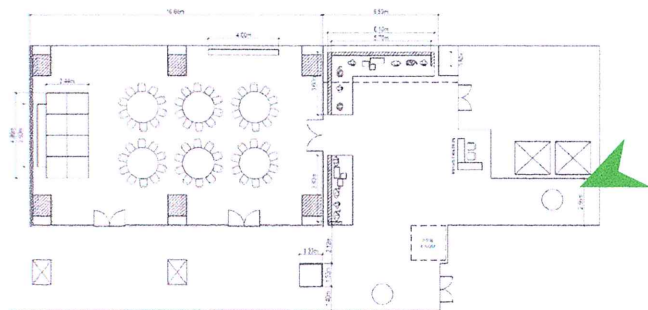
STANDEE



<div></div> <div>EXHIBITION DESIGN DIVISION</div>	PROJECT	FASHION PHILIPPINES - MILAN		SHEET CONTENT		DESIGNED BY:	RECOMMENDING APPROVAL:	APPROVED BY / COMMENTS:
	TITLE	MEDIA LAUNCH		DESIGN APPROVAL		 KATHERINE MAY G. APODACA ADC - EDD	 JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD	
	LOCATION	HOTEL BENILDE MAISON DE LA SALLE, MANILA		SHEET NO.	REVISION NO.	RECOMMENDING APPROVAL:	RECOMMENDING APPROVAL:	
DATE / TIME	01 AUGUST 2025		3	01	 NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD	 MARLO F. EVIO DEPARTMENT MANAGER - SBD	 LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM	



PERSPECTIVE





CITEM TV

FLOOR STICKER

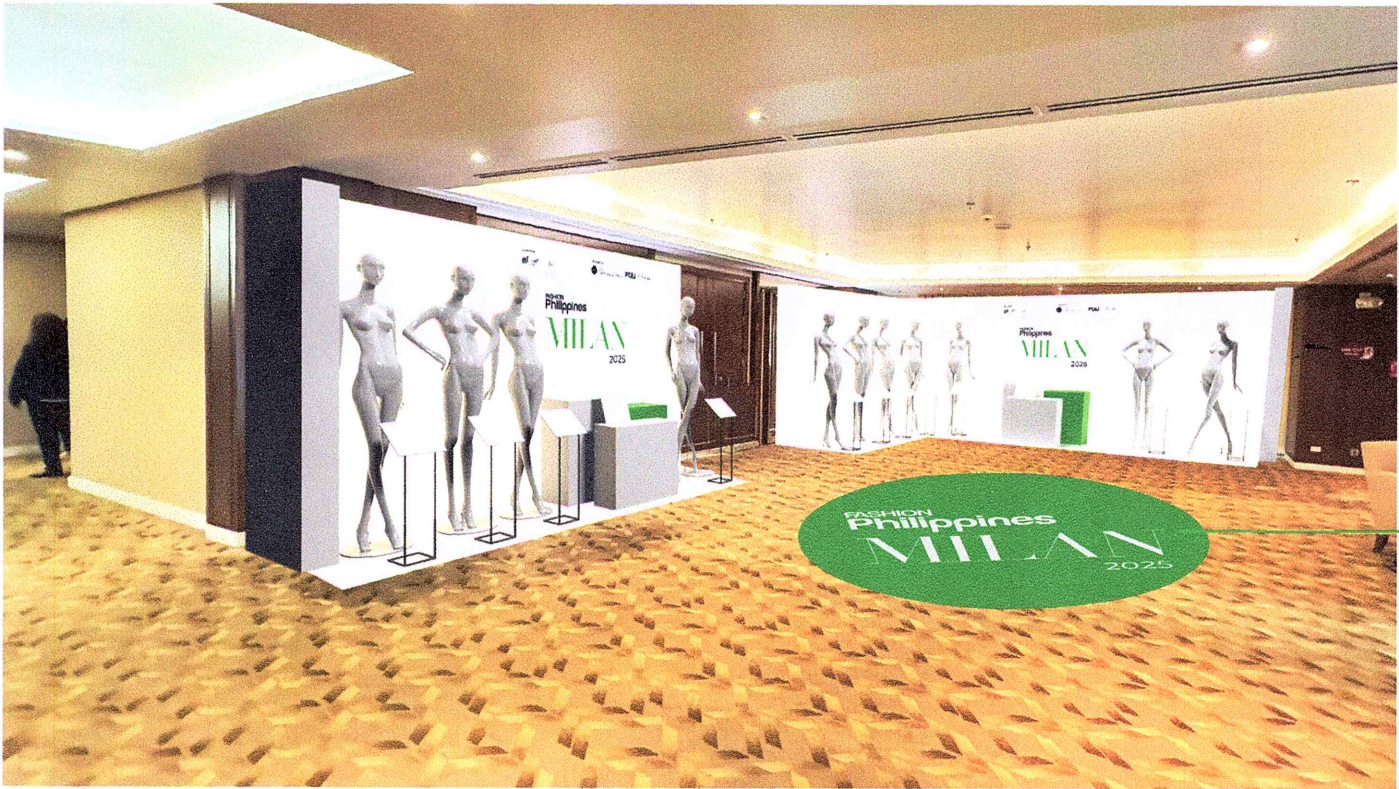
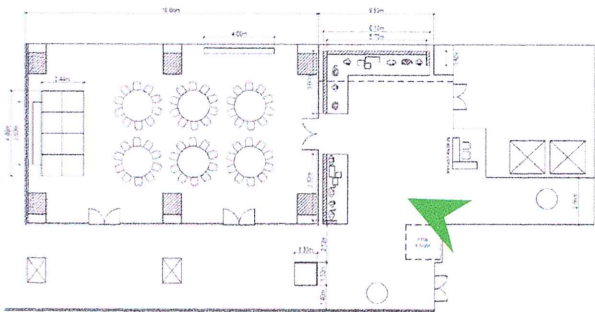
*change plants*




 <b>EXHIBITION DESIGN DIVISION</b>	PROJECT	FASHION PHILIPPINES - MILAN		SHEET CONTENT		DESIGNED BY:	RECOMMENDING APPROVAL:	APPROVED BY / COMMENTS:
	TITLE	MEDIA LAUNCH		DESIGN APPROVAL		KATHERINE MAY G. APODACA ADC - EDD	JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD	 LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM
	LOCATION	HOTEL BENILDE MAISON DE LA SALLE, MANILA		SHEET NO.	REVISION NO.	RECOMMENDING APPROVAL:	RECOMMENDING APPROVAL:	
DATE / TIME	01 AUGUST 2025		4	01		NORMAN D. BAGULBAGUIL DIVISION CHIEF - EDD	MARINO F. EVIDO DEPARTMENT MANAGER - SBD	



PERSPECTIVE

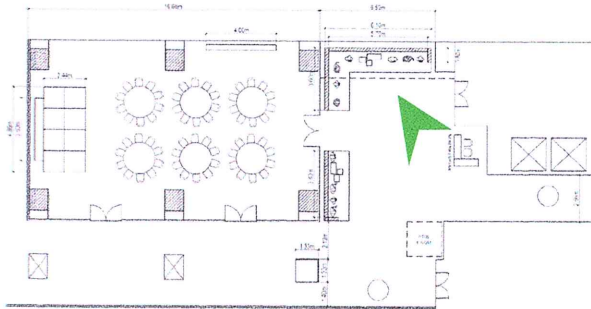


FLOOR STICKER

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DATE / TIME	LOCATION	HOTEL BENILDE MAISON DE LA SALLE, MANILA		SHEET NO.	REVISION NO.	RECOMMENDING APPROVAL:	RECOMMENDING APPROVAL:	
01 AUGUST 2025				5	01	NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD	MARCO F. EVIO DEPARTMENT MANAGER - SBD	LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM



PERSPECTIVE





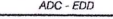
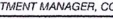


LIGHTED  
BACKWALL

MANNEQUINS

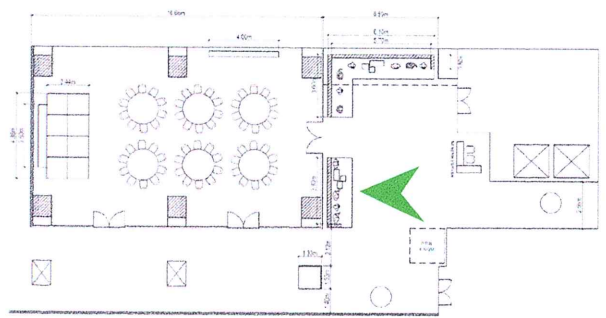
NAME OF DESIGNER

PEDESTAL FOR DESIGNERS  
FEATURING ACCESSORIES

<div></div> <div>EXHIBITION DESIGN DIVISION</div>	PROJECT FASHION PHILIPPINES - MILAN		SHEET CONTENT		DESIGNED BY:  KATHERINE MAY G. APODACA ADC - EDD	RECOMMENDING APPROVAL:  JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD	APPROVED BY / COMMENTS:  LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM
	TITLE MEDIA LAUNCH		DESIGN APPROVAL				
	DATE / TIME 01 AUGUST 2025	LOCATION HOTEL BENILDE MAISON DE LA SALLE, MANILA	SHEET NO. 6	REVISION NO. 01	RECOMMENDING APPROVAL:  NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD	RECOMMENDING APPROVAL:  MARLO A. EVIO DEPARTMENT MANAGER - SBD	



PERSPECTIVE




LIGHTED  
BACKWALL

MANNEQUINS

NAME OF DESIGNER

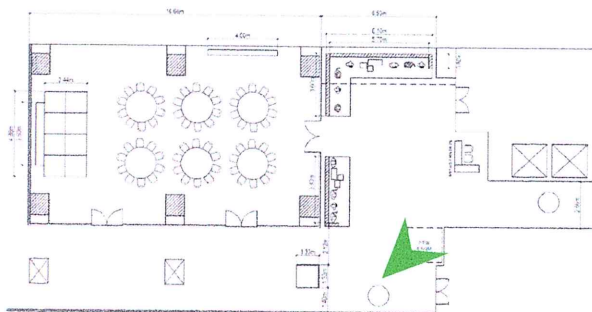
PEDESTAL FOR DESIGNERS  
FEATURING ACCESSORIES



<div><div>EXHIBITION DESIGN DIVISION</div></div>	PROJECT	FASHION PHILIPPINES - MILAN	SHEET CONTENT		DESIGNED BY:	RECOMMENDING APPROVAL:	APPROVED BY / COMMENTS:
	TITLE	MEDIA LAUNCH	DESIGN APPROVAL		KATHERINE MAY G. APODACA ADC - EDD	JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD	
	LOCATION	HOTEL BENILDE MAISON DE LA SALLE, MANILA	SHEET NO.	REVISION NO.	RECOMMENDING APPROVAL:	RECOMMENDING APPROVAL:	
DATE / TIME			7	01	NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD	MARCUS EYVO DEPARTMENT MANAGER - SBD	LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM









IG AREA



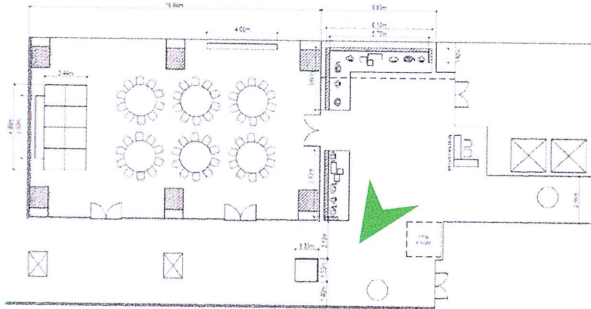
VINYL STICKER CUT-OUT



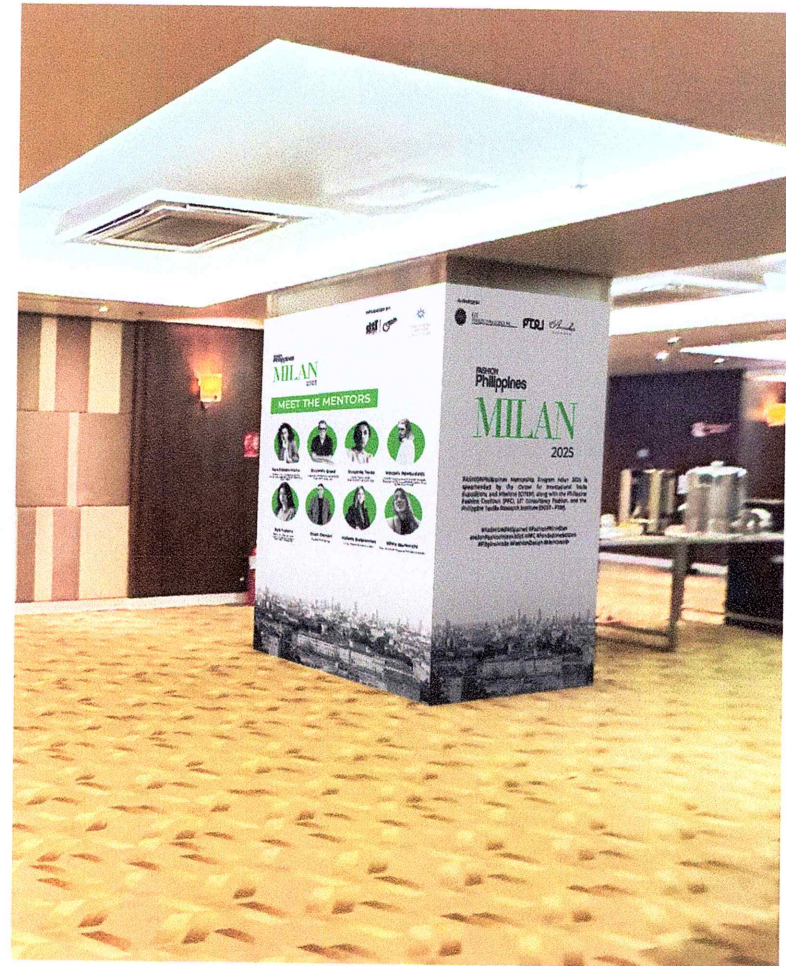
<div></div> <div>EXHIBITION DESIGN DIVISION</div>	PROJECT FASHION PHILIPPINES - MILAN		SHEET CONTENT		DESIGNED BY:  KATHERINE MAY G. APODACA ADC - EDD	RECOMMENDING APPROVAL:  JOSEPH H. D. BERNAT DEPARTMENT MANAGER, CCSD	APPROVED BY / COMMENTS:  LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM
	TITLE MEDIA LAUNCH		DESIGN APPROVAL		RECOMMENDING APPROVAL:  NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD	RECOMMENDING APPROVAL:  MARJORIE EVID DEPARTMENT MANAGER - SDD	
	DATE / TIME 01 AUGUST 2025	LOCATION HOTEL BENILDE MAISON DE LA SALLE, MANILA		SHEET NO. 8	REVISION NO. 01		





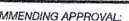


PERSPECTIVE



MEET THE MENTOR WALL WILL ALSO BE INSTALLED INSIDE THE CONFERENCE ROOM

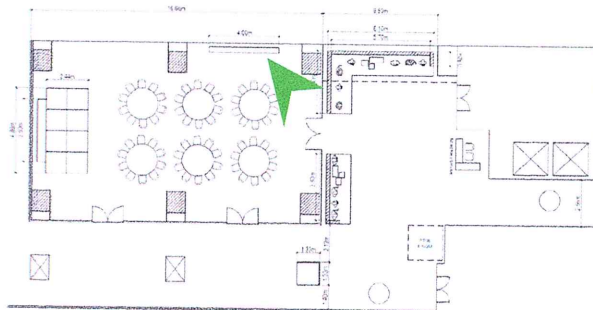




TARPAULIN WITH FRAMING

<div></div> <div>EXHIBITION DESIGN DIVISION</div>	PROJECT	FASHION PHILIPPINES - MILAN	SHEET CONTENT		DESIGNED BY:		RECOMMENDING APPROVAL:		APPROVED BY / COMMENTS:
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	DATE / TIME	LOCATION	HOTEL BENILDE MAISON DE LA SALLE, MANILA	SHEET NO.	REVISION NO.	RECOMMENDING APPROVAL:		RECOMMENDING APPROVAL:	
01 AUGUST 2025			9	01		NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD		MARLO F. ELIO DEPARTMENT MANAGER - SBD	 LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM

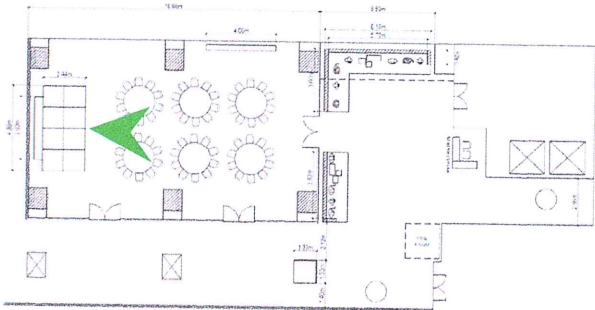


# PHOTO WALL



 <b>EXHIBITION DESIGN DIVISION</b>	PROJECT	FASHION PHILIPPINES - MILAN	SHEET CONTENT		DESIGNED BY:	RECOMMENDING APPROVAL:	APPROVED BY / COMMENTS:   LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM
	TITLE	MEDIA LAUNCH	DESIGN APPROVAL		KATHERINE MAY G. APODACA ADC - EDD	JOSEPH D. BERNAT DEPARTMENT MANAGER, CCSD	
	LOCATION	HOTEL BENILDE MAISON DE LA SALLE, MANILA	SHEET NO.	REVISION NO.	RECOMMENDING APPROVAL:	RECOMMENDING APPROVAL:	
DATE / TIME	01 AUGUST 2025		10	01	NORMAN D. BAGULBAGUI DIVISION CHIEF - EDD	MARJIEF EVIO DEPARTMENT MANAGER - SBD	






CITEM PTRI flag

OTHER STAGE REQUIREMENTS  
TO BE DISCUSSED WITH PFC



 <b>EXHIBITION DESIGN DIVISION</b>	PROJECT	FASHION PHILIPPINES - MILAN		SHEET CONTENT		DESIGNED BY:	RECOMMENDING APPROVAL:	APPROVED BY / COMMENTS:
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	LOCATION	HOTEL BENILDE MAISON DE LA SALLE, MANILA		SHEET NO.	REVISION NO.	NORMAN D. BAGULBAGUL DIVISION CHIEF - EDD	MARJOJE EVIO DEPARTMENT MANAGER - SBD	
DATE / TIME	01 AUGUST 2025			11	01			LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR - CITEM