

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-2025-0136

**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:

**PROCUREMENT OF 100 QUADRIVALENT INFLUENZA VACCINE FOR THE
ANNUAL FLU VACCINATION OF CITEM EMPLOYEES**

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

Approved Budget for the Contract	:	PHP1,000.00 per piece or a total of PHP100,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	:	13 May 2025, 05:00PM
Opening of Bid	:	14 May 2025, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or 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.
- Notarized Omnibus Sworn Statement**
- Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**
- Copy of valid license of medical professionals (At least one (1) licensed nurse/medical technician and licensed physician**
- Photo of the vaccine indicating the brand / type, expiration date and FDA approved logo or DOH clinic/facility accreditation, whichever is available**
- Sample copy of waiver of liability form**

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.


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: 08 May 2025

RFQ No.: 2025-0136

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.

Deadline of Submission of Eligibility Documents and Financial Bid: **13 May 2025**

Time: **05:00PM**

Schedule of Opening of Eligibility Documents and Financial Bid: **14 May 2025**

Time: **02:00PM**


Venue: **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
100	pieces	<p>PROCUREMENT OF QUADRIVALENT INFLUENZA VACCINE FOR THE ANNUAL FLU VACCINATION OF CITEM EMPLOYEES</p> <p><u>APPROVED BUDGET FOR THE CONTRACT:</u> <u>PHP1,000.00 per piece or a total of PHP100,000.00</u></p> <p>Date Needed / Delivery Date: <u>20 June 2025</u></p> <p>Specifications:</p> <ol style="list-style-type: none">1. Type of vaccine: Quadrivalent Influenza Vaccine 2025 (For Adults)2. Vaccines must be FDA (Philippines) approved3. Expiration date must be stated in vaccines and must not be earlier than 31 December 20254. Supply and provision of the required vaccines and the medical team to administer the vaccination5. Provider must be DOH-accredited and must submit Certification or any proof of the accreditation6. Vaccination must be administered by a medical team composed of at least one (1) licensed nurse and one (1) licensed physician7. Medical supplies to be used in the administration of vaccines such as but not limited syringe, band-aid, alcohol, cotton8. Medical team must conduct the medical assessment to employees' prior vaccination9. Must provide waiver of liability form10. Must provide vaccination card of employees11. Provider shall provide sharps container and pick up discarded sharps for disposal <p>Criteria for award: Lowest Calculated and Responsive Bid</p> <p>(Please see attached Terms of Reference for more details)</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.s


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

Title	Quadrivalent Influenza Vaccination
Project, if applicable	<i>Health & Wellness Activities 2025</i>
Period of Engagement / Date of Delivery or Date Needed	20 June 2025
Approved Budget for the Contract	PHP 100,000.00
Documents Attached	PR, HRMD APP

I. Rationale/Objective

The Quadrivalent Influenza Vaccination 2025 program aims to safeguard the health and well-being of CITEM employees and service providers by providing access to preventive flu shots. This initiative is in line with CITEM's commitment to fostering a safe and healthy work environment and aligns with Article X – Non-Economic Benefits of the 2024 – 2028 Collective Negotiation Agreement, which ensures annual budget allocation for employee wellness programs.

II. Detailed Scope of Work

The service provider shall:

1. Supply, deliver, and administer Quadrivalent Influenza Vaccines to CITEM employees.
2. Provide a licensed medical team to administer vaccines on-site on 20 June 2025, between 9:00 AM to 4:00 PM, at the CITEM Office.
3. Conduct pre-vaccination assessments and monitor vaccine recipients' post-administration.
4. Provide all necessary medical supplies, including syringes, alcohol, cotton, and band-aids.
5. Ensure proper disposal of sharps and medical waste.

III. Roles/Responsibilities of the Contractor/Supplier/Service Provider

The selected provider must:

1. Be DOH-accredited and submit valid certification.
2. Ensure vaccines have an expiration date not earlier than 31 December 2025.
3. Deploy a medical team composed of at least:
 - One (1) licensed physician
 - One (1) licensed nurse
4. Submit names and vaccination certificates of all medical personnel one (1) week prior to the activity.
5. Provide a Waiver of Liability Form for employees.
6. Submit documentation confirming safe collection and disposal of medical waste.
7. Comply with CITEM's health and safety protocols.

IV. Roles/Responsibilities of Center for International Trade Expositions and Missions

CITEM shall:

1. Coordinate the schedule and venue of the vaccination roll-out.

2. Disseminate the sign-up form by 30 April 2025 to determine the number of participants.
3. Inform employees about guidelines, eligibility, and procedures.
4. Provide logistical support for onsite setup, including tables, chairs, and designated vaccination areas.
5. Ensure budget allocation and payment processing.
6. Monitor implementation and assist in managing waitlisted participants.

V. Mode of Procurement

Procurement will be undertaken through Small Value Procurement in accordance with Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations (IRR).

VI. Qualitative Evaluation ☐ REQUIRED / ☒ NOT REQUIRED

VII. Terms of Payment (may include tranches and milestones with timelines)

The approved budget is amounting to ₱100,000.00, sourced from the HRMD PPMP 2025 – Vaccination Program.

Payment Terms: 100% payment within 30 days after completion of the service and submission of the billing statement.

Payment shall be processed in accordance with existing government accounting and auditing rules and regulations.

VIII. Risk Protection and Management (i.e. off-setting, penalties, or deductions)

To ensure safety, the following risk management measures must be observed:

1. Strict adherence to DOH health protocols.
2. Clear communication of contraindications and post-vaccination care.
3. Availability of emergency protocols and immediate medical response in case of adverse reactions.
4. Proper handling and storage of vaccines during transport and on-site administration.
5. Provider must hold valid insurance or liability coverage in relation to the vaccination activity.

Off-Setting: Non-compliance with timelines or specifications will result in corresponding adjustments in payment schedules.

Prepared by:



JOANA MAE G. LOPEZ
HRMO III

Noted by:

For:  4.25.25

FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Reviewed by:



ATTY. ANNA GRACE I. MARPURI
BAC Secretariat Head

Recommending Approval:



MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:



LEAH PULIDO-OCAMPO
Executive Director