## 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-2025-0138

## 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:

## SUPPLY AND INSTALLATION OF HEADREST FOR TOYOTA HIACE COMMUTER VEHICLES

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

Approved Budget for the Contract	: PHP72,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 13 May 2025, 05:00PM
Schedule of Opening of Eligibility Documents and Financial Bid	: 14 May 2025, 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 <a href="mailto:citembac@citem.com.ph">citembac@citem.com.ph</a>. 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.

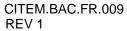
To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- 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. 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





PHILIPPINES



Chem	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: <a href="mailto:citembac@citem.com.ph">citembac@citem.com.ph</a>

		•	IEST FOR QUOTATION		
-	_	h ABC of Php 50,001 and above	☑ Small Value Procurement with	ABC of Php 50,001	and above
□ Leas	se of Real	Property and Venue	Others:		
Company	v Name:			Date:	08 May 2025 No.: 2025-0138
				2	<u> </u>
Gentleme	en:				
			ice(s) for the following article(s)/work(s) wh		
	ed that t ac@citem	· · · · · · · · · · · · · · · · · · ·	stamped in an envelope or compressed	d folder and submitte	d to CITEM BAC /
		ission of Eligibility Documents and Fina	ncial Bid: 13 May 2025		Time: <b>05:00PM</b>
		ng of Eligibility Documents and Financ	<u> </u>	Time: <b>02:00PM</b>	Venue: <b>Zoom</b>
QTY	UNIT	ARTICLE / WORK / DES	CRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		SUPPLY AND INSTALLA			
	TOYOTA HIACE COMMUTER VEHICLES				
	APPROVED BUDGET FOR THE CONTRACT:				
		PHP7	2,000.00		
		Date Needed / Delivery Date: one (1			
		-			
		Scope of Work:  1. Supply and install adjustable			
		<ol><li>Supply and install additional similar to the color of the se</li></ol>	covering for the headrests with color at covers.		
			necessary for the installation of the		
9	pcs	Headrests for 2021 Toyota Hiace Com ABC: PHP4,000.00 per piece or a total			
9	pcs	Headrests for 2024 Toyota Hiace Com ABC: PHP4,000.00 per piece or a tota			
Terms an	d Condition	ons:			
		working days upon acceptance of	of Purchase/Job Order.		
		e Inclusive of Value Added Tax.  processed after receipt of invoice. O	ther terms of payment will be based on t	he Contract agreed by	the Purchaser and
Supplier.					
		erasures or overwriting shall be valid o ents, if any, must be submitted within :	nly if they are signed or initialed by the bidd 3 Days after receipt of notice	der or his/her authorize	ed representative.
		is <b>One Project</b> having several items ar	·		
The CITEN	M-BAC res	erves the right to reject any or all bids	offer and waive any defects therein and acc	cept bid/s it may consid	ler advantageous to
the gover			·	,	
				(	$\mathcal{G}_{\gamma}$
					GRACE I. MARPUR AC Chairman
TO: CITEN	∕l Bids and	Awards Committee:		,	AC CHairman
			ove-mentioned article(s)/work(s) on the unwith the terms and conditions of this requir		nn above. I/We also
	[		ature over printed name of the Authorized		 ative
			gnation:phone No(s).:		

Email: \_\_\_\_