

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-2020-0185

**NOTICE TO CONDUCT PROCUREMENT OF GOODS
AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING
SERVICES TO BE PROCURED AND PERFORMED OVERSEAS**

Pursuant to GPPB-Resolution No. 28-2017 dated 31 July 2017, the Center for International Trade Expositions and Missions (CITEM), through its Bids and Awards Committee (BAC), hereby issues this Notice for:

HIRING OF ONLINE INTERPRETATION SERVICE FOR CHINA B2B MEETINGS

Approved Budget for the Contract: PHP 400,000.00

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/218 or fax no. 834-0177/8331284 or e-mail at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-BAC

**Terms of Reference
Contracting of Online Interpretation Service
For CHINA B2B Meetings**

I. Background and Rationale:

The Center for International Trade Expositions and Missions (CITEM), will be participating in the 17th edition of the China-ASEAN Expo or CAEXPO in Nanning, Guangxi, China on 27-30 November 2020. An online B2B meeting is being planned for the participants of CAEXPO, tentatively scheduled on 17-18 December 2020 and 2 days in the first quarter of 2021.

China is one of the non-English speaking countries in Asia and while some Chinese can speak English, most do not speak well enough especially in a business setting or professional level. In view thereof, we would require the services of a company to provide interpretation during the B2B meetings.

II. Objective

To ensure proper communication in business meetings. The service shall include English-Chinese and Chinese-English Interpretation.

III. Requirement

Hire a company that can provide seven (7) interpreters per day, for a total of three (3) days of B2B Meetings.

IV. Scope of Work:

- The period of engagement shall be tentatively 18 December 2020 and 2 days in the first quarter of 2021; 9:00am-6:00pm each day.
- Company shall provide seven (7) interpreters per day, for a total of three days, from 9:00am to 6:00PM
- Interpreters shall learn in advance the information of the companies as well as their products before the event.
- Must provide interpreters who has experience in using video conference software.
- Confirmation/approval of the interpreters are subject to screening.
- Supplier/interpreters shall submit report as prescribed by the project team.

V. Qualification

1. Must be an established company with a pool of consecutive Mandarin interpreters with a minimum of five (5) years of existence;
2. Must have previously serviced clients participating in trade shows and one-on-one business meetings; and,
3. Must have a pool of interpreters who are available on the dates determined by the project team.

VIII. Terms of Payment

The total budget is Php 400,000, inclusive of all applicable taxes. This shall be paid based in two (2) tranches, every after scheduled B2B Meeting.

In case of incomplete delivery and unsatisfactory service, a mutually agreed amount shall be deducted from the total contract price.

Prepared by:



ALEX LUCAS
Project Officer

Recommending approval:



ROWENA G. MENDOZA
OIC-DM, OG2

Noted by:



EVA MARIE C. MARIQUINA
OIC, OG2-OTF

Approved by:



MA. LOURDES D. MEDIRAN
Deputy Executive Director