CITEM.BAC.TP.021

Republic of the Philippines <u>Department of Trade and Industry</u> <u>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</u> 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 <u>citembac@citem.com.ph</u>.

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

Gold	den Shel	DR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS I Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City 8-831-2201 local 309/218 E-mail: <u>citembac@citem.com.ph</u>	CITEM.BAC.FI	
_	_	REQUEST FOR QUOTATION	_	_
		(OVERSEAS PROCUREMENT)		
Company Na Address:	me:		Date: RFQ No:	
requested that at citembac@	quote h at the quo)citem.co	ereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this tation be sealed, signed and stamped in an envelope and submitted to CITEM BAC or in a compressed folder m.ph. ng of Bids: 22 Dec. 2020 Venue: Zoom	submitted	10:00 AM
	_			
QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF COMPANY FOR ONLINE INTERPRETATION SERVICES (ENGLISH-CHINESE) OF SEVEN (7) PAX FOR B2B WITH CHINESE COMPANIES		
		Tentative Schedule: 18 December 2020 ; 9:00AM - 6:00PM and 2 days in the 1st Qtr of 2021		
		Scope of Work:		
		1. Provide Interpretation Services for the Online B2B meeting		
		tentatively scheduled on 18 Dec 2020; 9AM-6PM and 2 days in the 1st quarter of 2021		
		2. Provide report on the B2B Meetings		
		3. Ensure all interpreters has stable internet connection		
		4. Attend interperters briefings		
		Please see attached Terms of Reference for more details.		
		Approved Budget for the Contract: PHP 400,000.00		
		Deadline of Submission of Quotation : 21 December 2020, Monday, 12:00NN		
			1	

Terms and Conditions:

1.) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.

2.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.

3.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.

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.

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

ATTY. ANNA GRACE I. MARPURI

BAC Chairman

Designation:_

Telephone no.(s):

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 or 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 oneon-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:

 \triangleleft ALEX LUCAS **Project Officer**

Recommending approval:

Romendara ROWENA G. MENDOZA OIC-DM, OG2

Noted by:

Mangum EVA MARIE C. MARIQUINA OIC, OG2-OTF

Approved by:

Ma. LOURDES D. MEDIRAN Deputy Executive Director