

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-2020-0059

**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:

**HIRING OF ENGLISH – JAPANESE TRANSLATION SERVICES COMPANY**  
**FOR VARIOUS COLLATERALS OF FOOD EX JAPAN 2020**

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

Approved Budget	: PHP 60,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 19 February 2020, 05:00PM
Opening of Bid	: 20 February 2020, 02:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, enclosed on a sealed and properly labeled envelope:

*Eligibility Documents (1<sup>st</sup> Envelope)*

1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration
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 for single proprietorship or Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable

*Financial Bid (2<sup>nd</sup> Envelope)*

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

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

**A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) may be paid at the CITEM Cashier Office for the bidding documents.**

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





## REQUEST FOR QUOTATION

Shopping with ABC of Php 50,001 and above     Small Value Procurement with ABC of Php 50,001 and above

Date: 13-Feb-2020  
RFQ No: 2020-0059

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 and submitted to CITEM BAC.

Pre-Bid Conference:	N/A	Time:	2:00PM	Venue:	Meeting Room 1
Opening of Bids:	20 February 2020	Time:	2:00PM	Venue:	Meeting Room 1.

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>HIRING OF ENGLISH - JAPANESE TRANSLATION SERVICES COMPANY FOR VARIOUS COLLATERALS OF FOODEX JAPAN 2020</b>		
		<b><u>Scope of Work:</u></b>		
		1. Translation (English - Japanese) of all kinds of content-print and online, with a maximum total word count of 8,000.00.		
		2. Undertake necessary edits or revisions to the translated contents as deemed necessary by the project team.		
		3. Assign a specific personnel to attend to all CITEM-related concerns.		
		4. Submit a Certificate of True Translation for every material or document being translated.		
		<b><u>Timeline:</u></b>		
		The period of engagement shall commence from the date of award and will be in effect until 30 June 2020, or until the word count balance is fully consumed by CITEM, whichever comes first.		
		<b><u>Payment terms:</u></b>		
		The total budget is PHP 60,000.00, inclusive of all applicable taxes, to be sourced from Foodex Japan. This shall be paid based on actual consumption priced at PHP 7.50 per word or lower based on the bid of the winner to be paid in several tranches upon submission of billing every month or until the word count of 8,000 is consumed or until the end of contract on 30 June 2020, whichever comes first.		
		<b>Approved Budget for the Contract: PHP 60,000.00</b>		
		<b>Deadline of Submission of Eligibility and Financial Documents is on or before 19 February 2020, 5:00PM.</b>		

**Terms and Condition:**

- 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 overwritings 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.

  
**ATTY. ANNA GRACE I. MARPURI**  
BAC Chairman

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) \_\_\_\_\_