

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-2020-0060

**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 STAND ASSISTANT / INTERPRETER
COMPANY FOR THE PHILIPPINE PARTICIPATION IN
FOODEX JAPAN 2020**

Approved Budget: JPY 250,000.00 OR PHP 120,000.00

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



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Company Name: _____
 Address: _____
 Contact No.: _____

Date: 13-Jan-20
 RFQ No: 2020-0060

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.

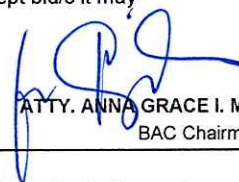
Schedule of Opening of Bids: 20 February 2020 Venue: Meeting Room 1 Time: 2:00 PM

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF STAND ASSISTANT / INTERPRETER COMPANY FOR THE PHILIPPINE PARTICIPATION IN FOODEX JAPAN 2020		
		<i>Event: Foodex Japan 2020</i>		
		<i>Date: 10-13 March 2020</i>		
		<i>Venue: Hall 9, Makuhari Messe</i>		
		The company shall provide two (2) interpreters who are fluent in Business English and Japanese.		
		on 10-13 March 2020 from 10:00 AM to 05:00PM.		
		Scope of Work:		
		1. Provide simultaneous interpretation (English - Japanese and Japanese - English)		
		2. Assist the on-site project officer and exhibitors		
		3. Collect business cards of visiting buyers and visitors.		
		4. Any tasks required by the on-site officer.		
		Approved Budget of the Contract : <u>JPY 250,000.00 OR PHP 120,000.00</u>		
		Deadline of Submission of Quotation: <u>19 February 2020, 05:00PM</u>		

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.


 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): _____