

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-2020-0052

**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 TWO (2) JAPANESE AND TWO (2) CHINESE INTERPRETERS
FOR MANILA FAME OCTOBER 2020**

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

| | |
|---|-----------------------------|
| Approved Budget | : PHP 150,000.00 |
| Pre-Bid Conference | : 18 February 2020, 02:00PM |
| Deadline of Submission of Eligibility Documents and Financial Bid | : 26 February 2020, 05:00PM |
| Opening of Bid | : 27 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 (1st 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, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable
5. Language Proficiency Certification in Chinese and/or Japanese
6. Course Seminar-related Certifications in trade fairs and exhibitions
7. At least three (3) references / list of past clients with contact details

Financial Bid (2nd 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



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

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

Date: 11-Feb-2020
RFQ No: 2020-0052

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.

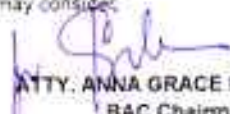
| | | | | | |
|---------------------|------------------|-------|--------|--------|----------------|
| Pre-Bid Conference: | 18 February 2020 | Time: | 2:00PM | Venue: | Meeting Room 1 |
| Opening of Bids: | 27 February 2020 | Time: | 2:00PM | Venue: | Meeting Room 1 |

| QUANTITY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION | UNIT PRICE | AMOUNT |
|----------|------|---|------------|--------|
| | | HIRING OF INTERPRETERS FOR MANILA FAME OCTOBER 2020 | | |
| | | <u>Requirements:</u> | | |
| 2 | pax | Japanese Interpreters | | |
| 2 | pax | Chinese Interpreters | | |
| | | <u>Qualifications:</u> | | |
| | | 1. Fluent in business English and Japanese or Chinese. | | |
| | | 2. Knowledgeable on the home, fashion and holiday/gifts industries to effectively translate the conversation. | | |
| | | 3. Good track-record in working in the exhibitions environment particularly for demands and peculiarities of business conducted in trade fairs and exhibitions. | | |
| | | <u>Scope of Work:</u> | | |
| | | 1. Attend and facilitate/translate conversations from Japanese to English /Chinese to English and vice versa between the exhibitors, press/media and buyers especially during Business-to-Business. | | |
| | | 2. Coordinate with CITEM for any onsite or after-service requests. | | |
| | | 3. Report to the buyer's lounge on the following dates <i>Show Proper:</i> 15 October 2020, 08:30AM - 07:00PM 16 October 2020, 08:30AM - 07:00PM 17 October 2020 08:30AM - 06:00PM | | |
| | | 4. Tabulate and monitor the services provided per day and submit a summary to CITEM, with feedback and recommendations for better delivery of services. | | |
| | | Approved Budget for the Contract: PHP 150,000.00 | | |
| | | Deadline of Submission of Eligibility and Financial Documents is on or before 26 February 2020, 5:00PM. | | |

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) _____