

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-2020-0234

**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 ON-SITE INTERPRETERS / STAND ASSISTANTS FOR
THE PHILIPPINES' PARTICIPATION IN CHINA INTERNATIONAL
IMPORT EXPO (CIIE) 2021**

(Please see attached Request for Quotation for more details)

Approved Budget of the Contract: USD 6,360.00

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)**

Date: 02 November 2021
 RFQ No.: 2020P-0234

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 OR compressed folder and submitted to CITEM BAC.

Deadline of Submission of Quotation: <u>03 November 2021</u>	Time: <u>12:00NN</u>
Schedule of Opening of Bids: <u>04 November 2021</u>	Time: <u>02:00PM</u>
	Venue: <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
6	pax	<p>HIRING OF ON-SITE INTERPRETERS / STAND ASSISTANTS FOR THE PHILIPPINES' PARTICIPATION IN CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2021 <i>(Please see attached Term of Reference and Qualifications for more details)</i></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>USD 6,360.00</u></p> <p><i>Location: NECC, Shanghai China</i> <i>Duration: Event Proper (6 days), 05-10 November 2021</i></p> <p>Qualifications:</p> <ol style="list-style-type: none"> Must be a legal company operating in Shanghai, China and with experience in the exhibition management industry. Must have experience in providing interpretation /stand assistant services in trade shows, local and international companies, universities, etc. Must be able to provide at least 6 stand assistants/interpreters for the duration of the event Must be able to provide stand assistants with interpretation skills (at least English-Chinese-English) <p>Company to submit relevant documents for the validation of qualifications such as but not limited to:</p> <ol style="list-style-type: none"> Company profile indicating the companies/ brands/ clients/ partner the company has worked with CV/Portfolio indicating relevant work experiences and expertise in the field of consecutive interpretation, etc. 		

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 CITEM and Supplier.
- 3) Any alterations, erasures or overwriting 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).: _____
 Email: _____

TERMS OF REFERENCE (TOR)
HIRING OF ON-SITE STAND ASSISTANTS /INTERPRETERS

PROJECT TITLE	CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2021
EVENT DATES	05-10 November 2021
VENUE	National Exhibition and Convention Center (Shanghai) Co. Ltd. Shanghai, China
BUDGET	Php 318,000.00 for 6 pax
REQUIREMENT TO BE PROCURED	Hiring of On-site Stand Assistants /Interpreters
ENGAGEMENT PERIOD	5-10 November 2021 (8hours/day)
ONSITE STAND ASSISTANCE/ INTERPRETATION SERVICE REQUIREMENTS	<ol style="list-style-type: none"> 1. Inform buyers of exhibitor's product offering/s. 2. Act as interpreter for the buyers/exhibitors in the conduct of B2B meetings, if any 3. Help entertain or usher buyers and collect business cards during the show proper. 4. Effectively direct buyers to the right exhibitors. 5. Assist exhibitors in sampling their products. 6. Assist exhibitors in distribution of their promo collaterals. 7. Assist in promoting IFEX, Manila FAME and other CITEM shows to buyers. 8. Help maintain the cleanliness of the pavilion during the show. 9. Assist in procurement of supplies and materials, if necessary, which are needed for the day-to-day operations of the pavilion. 10. Performs other duties and functions as maybe assigned by CITEM and PTIC relative to the operations of the day-to-day management of the pavilion


Prepared by:


VICKY M. ARELLANO
 STIDS, OG2-OTF

Noted by:


KATRINA C. PINEDA
 OIC, OG2-OTF & BCSE

Approved by:


ROWENA G. MENDOZA
 OIC-DM, OG2

**HIRING FOR STAND ASSISTANTS/INTERPRETERS
CIIE 2021**

QUALIFICATION


1. Must be a legal company operating in Shanghai, China and with experience in the exhibition management industry.
2. Must have experience in providing interpretation /stand assistant services in trade shows, local and international companies, universities, etc.
3. Must be able to provide at least 6 stand assistants/interpreters for the duration of the event
4. Must be able to provide stand assistants with interpretation skills (at least English-Chinese -English)

Company to submit relevant documents for the validation of qualifications such as but not limited to: Company profile indicating the companies/ brands/ clients/ partner the company has worked with, CV/Portfolio indicating relevant work experiences and expertise in the field of consecutive interpretation etc.


Prepared by:


VICTORIA ARELLANO
STIDS, OG2-OTF

Noted by:


KATRINA C. PINEDA
DC, OIC-OG2 OTF

Approved by:


ROWENA G. MENDOZA
OIC-DM, OG2