

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-2021-0043

**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 INTERPRETATION SERVICE FOR THE JAPAN
BUSINESS-TO-BUSINESS (JP B2B) MATCHMAKING ACTIVITIES**

(Please see attached Terms of Reference for more details)

Approved Budget of the Contract: PHP 504,000.00 or JPY 1,120,000.00

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)

Date: 03 June 2021

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

RFQ No.: 2021-0043

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>07 June 2021</u>	Time: <u>12:00PM</u>	
Schedule of Opening of Bids: <u>07 June 2021</u>	Time: <u>03:00PM</u>	Venue: <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF INTERPRETATION SERVICE FOR THE JAPAN BUSINESS-TO-BUSINESS (JP B2B) MATCHMAKING ACTIVITIES</p> <p><i>First(1st) Session: Tokyo, 23 June 2021, 12:30 PM - 5:00 PM JST</i> <i>Second (2nd) Session: Osaka, TBD in June 2021</i></p> <p style="text-align: center;"><u><i>Please see attached Terms of Reference for more details.</i></u></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 504,000.00 or JPY 1,120,000.00</u></p>		

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 GRACI 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 INTERPRETATION SERVICES

PROJECT TITLE	Japan B2B Matchmaking Activities (JP B2B)
EVENT DATES	23 June 2021; 11:30 AM – 4:00 PM PST / 12:30 PM – 5:00 PM JST (1 st Session) TBD June 2021 (2 nd Session)
VENUE	Online via Zoom
BUDGET	PHP 504,000.00 / JPY 1,120,000.00 for 10 interpreters for 2 sessions <i>Should only one (1) session of the B2B matchmaking activities occur, payment will be adjusted accordingly to 50% of the approved budget.</i>
REQUIREMENT TO BE PROCURED	Online Interpretation Service <i>Interpreters to be hired must have at least three (3) years of experience in providing interpretation services for business events and serviced at least ten (10) events in the past year (01 June 2020 to 01 June 2021).</i>
ENGAGEMENT PERIOD	1 st Session: 23 June 2021 (Half-Day) 2 nd Session: TBD June 2021 (Half-Day)
INTERPRETRATION SERVICE REQUIREMENT	<ol style="list-style-type: none"> 1. Must be able to do simultaneous interpretations from Japanese to English and English to Japanese between buyer and exhibitor during an online B2B matchmaking session via Zoom; 2. Must be able to render interpretation services to the identified Zoom account at all times during the period of engagement; 3. Has a pool of interpreters to be able to replace assigned interpreters who cannot report for work at any given time during the period of engagement; 4. Must ensure flawless interpretation service during the period of engagement; 5. Interpreters must be willing to learn in advance the information of companies and their products before the period of engagement; 6. Interpreters must have experience on how to use video conferencing software; 7. Must conduct pre-training to interpreters on negotiation rules and procedures; 8. Must be able to list down the names, contact details, products of interest of the buyers, and company names of exhibitors assisted; and, 9. Make a summary report on all buyers and exhibitors assisted at the end of each day.

PREPARED BY:

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SP TIDS
OG2-OTF

VALIDATED BY:

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OIC-DC
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APPROVED BY:

ROWENA G. MENDOZA
OIC-DM
OG2

NOTED BY:

MA. LOURDES D. MEDIRAN
Deputy Executive Director