

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-2021-0157P

**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 INTERPRETATION SERVICES FOR FAME+ BUYER CAMPAIGN

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

Approved Budget for the Contract	:	PHP 600,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	:	07 March 2022, 12:00PM
Opening of Qualitative Evaluation Documents	:	07 March 2022, 12:00PM
Opening of Eligibility Documents and Financial Bid	:	08 March 2022, 02:00PM

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph.

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder)

- 1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.
- 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. Latest Income/Business Tax Return**
- 4. Notarized Omnibus Sworn Statement**
Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.
- 5. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**
Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.

Financial Bid (2nd Envelope / Compressed Folder)

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

Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- **Curriculum Vitae / Portfolio indicating relevant work experiences and expertise in professional interpretation and language/ communication**
- **Sample certificate of translation from previous clients and works**
- **Curriculum Vitae / Portfolio indicating the companies/ brands/ clients/ partner the company has worked with**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed an hour before the date and time of the Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as indicated above.

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



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph

REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above
 Lease of Real Property and Venue
 Small Value Procurement with ABC of Php 50,001 and above
 Others: _____

Date: 02 March 2022

Company Name: _____

RFQ No.: 2021-0157P

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 / citembac@citem.com.ph.

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <u>07 March 2022</u>	Time: <u>12:00PM</u>
Schedule of Opening of Qualitative Evaluation Documents: <u>07 March 2022</u>	Time: <u>12:00PM</u>
Schedule of Opening of Eligibility Documents and Financial Bid: <u>08 March 2022</u>	Time: <u>02:00PM</u> Venue: <u>ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p>HIRING OF INTERPRETATION SERVICES FOR FAME+ BUYER CAMPAIGN</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 600,000.00</u></p> <p><i>Scope of Work:</i> Provide interpreters (on call) during online B2B meeting for any, but not limited to, of the following languages with maximum total consecutive interpretation services of 250 hours.</p> <p>Bidders must submit their financial bid from below cost estimate per hour for the consecutive interpretation of the following languages:</p> <p>A. Japanese - Php 2,500 B. Chinese - Php 2,000 C. Arabic - Php 2,500 D. Russian - Php 3,000 E. French - Php 3,000 F. Korean - Php 2,500 G. Spanish - Php 3,000</p> <p><i>(Please see attached Term of Reference for more details)</i></p>		

Terms and Conditions:

- 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 overwriting 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 J. 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
Hiring of Interpretation Services
For FAME+ Buyer Campaign



I. RATIONALE

In October 2020, Manila FAME launched its newest digital trade and community platform called FAME+. This enables buyers and exhibitors to connect with each other all throughout the year, with or without the physical show.

FAME+ allows both the exhibitors and the buyers to conduct business 24/7 and one of its main features is business-to-business (B2B), wherein buyers can request meeting with the preferred exhibitor directly through the digital platform. With its potential to allow more dynamic and stronger business interaction, effective language interpretation will help FAME+ to reach a wider global audience.

To do this, the services of a professional interpretation service provider will be crucial for the conduct of business matching activities in FAME+.

II. OBJECTIVE

To provide assistance to buyers in need of interpretation services during their conduct of B2B.

III. SCOPE OF WORK

Provide interpreters (on call) during online B2B meeting for any, but not limited to, of the following languages with maximum total consecutive interpretation services of 250 hours:

- A. Japanese
- B. Chinese
- C. Arabic
- D. Russian
- E. French
- F. Korean
- G. Spanish

IV. TIMELINE

The period of engagement shall commence from the Notice of Award and will be in effect until 31 December 2022, or until the word count and interpretation services balance indicated in the scope of work is fully consumed by CITEM, whichever comes first.

V. QUALIFICATIONS

1. Must be a professional interpretation and language/communication company with capability to provide consecutive interpretation services to at least 30 major languages across the world, *including all the priority languages identified in the scope of work*;
2. Must be able to provide certified interpretation with 100% accuracy; *and*
3. With experience in providing services to a minimum of 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency.
4. Shall provide quality interpretation of a reasonable scale and business interpreting service that is accurate and coherent.

VI. SELECTION PROCESS

QUALIFICATION	VALUE POINT	RATING
<p>Must be a professional interpretation and language/communication company with capability to provide consecutive interpretation services to at least 30 major languages across the world:</p> <p>Relevant experience:</p> <ul style="list-style-type: none"> - 30 major languages translated and/or localized contents (45 points) - 20 major languages translated and/or localized contents (35 points) - 10 major languages translated and/or localized contents (20 points) - 5 or less major languages translated and/or localized contents (10 points) <p>Document Required: CV/Portfolio indicating relevant work experiences and expertise in the fields mentioned above</p>	45	
<p>Must be able to provide certified interpretation with 100% accuracy</p> <p>Document Required: Sample certificate of translation from previous clients and works.</p>	20	
<p>With experience in providing services to a minimum of 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency.</p> <ul style="list-style-type: none"> - 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency (35 points) - 3 multinational companies, 3 reputable local or international companies, 1 university, and 1 government agency. (25 points) - 1 multinational companies, 1 reputable local or international companies, 1 university, and 1 government agency. (10 points) <p>Document Required: CV/Portfolio indicating the companies/ brands/ clients/ partner the company has worked with</p>	35	
TOTAL	100	

VII. QUALITITATIVE EVALUATION

The BIDS and Awards Committee (BAC) through the Technical Working Group (TWG) shall conduct a qualitative evaluation with corresponding points to all prospective bidders.

Prospective bidders who receive a passing score of 85 shall proceed with the financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post-qualification, if required.

VIII. FINANCIAL BID

Bidders must submit their financial bid from below cost estimate per hour for the consecutive interpretation of the following languages:

A. Japanese	-	Php 2,500
B. Chinese	-	Php 2,000
C. Arabic	-	Php 2,500
D. Russian	-	Php 3,000
E. French	-	Php 3,000
F. Korean	-	Php 2,500
G. Spanish	-	Php 3,000


IX. BUDGET AND PAYMENT TERMS

Total budgetary requirement is Php 600,000.00 (inclusive of all applicable taxes), to be sourced from Manila FAM/ FAME+ 2021 Funds. This shall be paid based on actual consumption in several tranches within 30 days upon submission of billing/statement of account every three months until the required interpretation service hours are consumed or until the end of contract on 31 December 2022, whichever comes first.

Prepared by:


KARLA GRACE D. DINGLASAN
STIDS, OG 1 – OTF

Noted by:


ANNA MARIE D. ALZONA
DC, OG 1 – OTF

Recommending Approval:


ATTY. ANNA GRACE I. MARPURI
OIC, Operations Group 1

Approved by:


PAULINA SUACO – JUAN
Executive Director