

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-2022-0076

**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 TRANSLATION AND LANGUAGE SERVICE PROVIDER FOR CHINA INTERNATIONAL FAIR FOR  
TRADE IN SERVICES (CIFTIS) 2022**

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

Approved Budget for the Contract	: PHP 200,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 13 July 2022, 12:00PM
Opening of Qualitative Evaluation Documents	: 13 July 2022, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 14 July 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](mailto: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. 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.*

**4. 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**
  - List of companies / brands / clients / partners the company has worked with**
- **Sample Certificate of translation from previous clients and works**

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

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

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](mailto: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](mailto: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: 08 July 2022

Company Name: \_\_\_\_\_

RFQ No.: 2022-0076

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](mailto:citembac@citem.com.ph).

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <b>13 July 2022</b>	Time: <b>12:00PM</b>
Schedule of Opening of Qualitative Evaluation Documents: <b>13 July 2022</b>	Time: <b>12:00PM</b>
Schedule of Opening of Eligibility Documents and Financial Bid: <b>14 July 2022</b>	Time: <b>02:00PM</b> Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p><b>HIRING OF TRANSLATION AND LANGUAGE SERVICE PROVIDER FOR CHINA INTERNATIONAL FAIR FOR TRADE IN SERVICES (CIFTIS) 2022</b></p> <p><b>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 200,000.00</u></b></p> <p><i>Translate Text Content from English to Mandarin</i></p> <ul style="list-style-type: none"> <li>- Booth Graphic Texts</li> <li>- Booth Profile</li> <li>- Exhibit Catalogues</li> <li>- Exhibit Description</li> <li>- Promotional Materials (PR, social media, E-newsletter)</li> <li>- Ensure that translated content will have sufficient number of Chinese Characters should required</li> </ul> <p><i>Delivery Date:</i> <i>Upon signing of Job Order until 31 December 2022.</i></p> <p><b>(Please see attached Term of Reference for more details)</b></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 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**  
**Hiring of Translation & Language Service Provider**  
**For CIFTIS 2022**

**I. BACKGROUND**

CIFTIS or the China International Fair for Trade in Services happens every first week of September and is considered as the largest comprehensive exhibition in the field of global trade in services and the leading exhibition in the field of trade in services in China. It is one of the three (3) major exhibition platforms in China together with China Import and Export Fair (Canton Fair) and China International Import Expo (CIIE). Co-organized by the China Ministry of Trade and the City of Beijing, it is also supported by some of the important international organization such as WTO, UNCTAD, OECD, WIPO, and ITC.

For this year's edition, the Philippines, through CITEM, PTIC Beijing, and EMB, will again be bringing the digital service industry in CIFTIS. The digital service industry is now considered as a global driver and is seen to have a huge potential in the China market as enterprises globalize and the need for talents that are with experience and with English proficiency now increased. It is recommended for Philippines to again feature the ITBPM industry, focus on a new breed of outsourced digital services like animation, game development, software development and health services to showcase the diverse services Philippines could offer on top of voice support and call center hubs. It is also recommended to feature the new service areas considered with potential and need for stronger promotional support. These are the startups, access to talents, data center sites, and smart cities.

The participation is again purely digital similar with the past two (2) editions and will still adapt a two tiered participation: one digital booth for industry level (Philippine Pavilion) and several micro level booths (company booths).

**II. RATIONALE**

To strengthen the Philippine participation in this year's edition of CIFTIS, CITEM will hire a Translation & Language Service Provider to aid in the professional / business translation of all text content needed for the Philippine Pavilion, for the individual company booths, and in the promotional materials released for dissemination.

Proper translation of materials from English to Chinese/Mandarin is very crucial for the participation in CIFTIS as majority of the buyer attendees are Chinese with limited to no capacity to understand English. To professionally translate all text requirements in Chinese for all published content, a dedicated service provider is recommended to ensure timely delivery of translated text necessary to ensure that the delivery of materials will be on schedule.

**III. OBJECTIVES**

- To tap a translation and language service provider that can deliver translated text professionally and within the set time period;
- To ensure that all published materials are properly translated in Mandarin;
- To engage the Chinese market to explore doing business with the Philippines through understandable content across all published materials.

#### IV. SCOPE OF WORK

1. Translate text content from English to Mandarin for the digital Philippine Pavilion, individual digital exhibitor booths, and promotion materials. Content for translation includes, but not limited to, the following:
  - Booth graphic texts
  - Booth profile
  - Exhibit catalogues
  - Exhibit detail description
  - Promotional material (PR, social media, enewsletter)

Ensure that translated content will have sufficient number of Chinese characters, should it be required.

2. Video text subtitle in order for existing videos in English to be understandable also in Chinese/Mandarin. Actual editing/embedding of the subtitle to the video will be c/o CITEM's hired Digital Content Provider.
3. Undertake necessary edits or revisions to the translated contents, as deemed necessary by the project team.
4. Assign a specific personnel / project manager who shall be the point person to attend all CIFTIS-related concerns.
5. Submit a Certificate of True Translation for every material or document being translated.
6. Provide Mandarin to English character translation, should it be required by the Project Team, and will be deducted to the total word count requirement of the awarded contract.
7. Maximum total word count for the whole contract (English to Mandarin and Mandarin to English) is 50,000 characters and the Service Provider must be flexible in allowing to use the allocation across materials depending on the need for the project.
8. Lead time for submission of translated materials back to CITEM must only be one (1) week upon receipt of the material/s.
9. Should there be any areas that are unclear and need decision making, CITEM's decision should be followed.

#### V. TIMELINE

The period of engagement shall commence from the Issuance of JO/Contract 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.

#### VI. QUALIFICATION AND SELECTION PROCESS

QUALIFICATION	VALUE POINT
Must be a professional translation and language / communication company with capability to translate / localize contents and provide translation services from English to Mandarin and vice versa	Length of relevant experience: <ul style="list-style-type: none"><li>• 5 years and up (35 pts)</li><li>• 3-4 years (20 pts)</li><li>• 2 years and below (10 pts)</li></ul>

Document Required: CV/ Portfolio indicating relevant work experiences and expertise	
Must be able to provide certified translation with 100% accuracy  Document Required: Sample certificate of translation from previous clients and works	Number of relevant experience:  <ul style="list-style-type: none"> <li>• 20 sample certificate of translation (30 pts)</li> <li>• 10 sample certificate of translation (10 pts)</li> </ul>
With experience in providing services to a minimum of 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency  Document Required: CV/ Portfolio indicating the companies / brands / clients / partners the company has worked with	Extend of work experience:  <ul style="list-style-type: none"> <li>• 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency (35 pts)</li> <li>• 3 multinational companies, 3 reputable local or international companies, 1 university, and 1 government agency (25 pts)</li> <li>• 1 multinational companies, 1 reputable local or international companies, 1 university, and 1 government agency (10 pts)</li> </ul>
<b>Maximum Number of Points</b>	<b>100 points</b>

## VII. QUALITATIVE EVALUATION

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

Prospective bidders who receive a passing score of 85 points 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.

Financial Bid:

Bidders must submit their financial bid with maximum cost of Php4.00 per word for the translation from English to Chinese / Mandarin.

## VIII. BUDGET AND PAYMENT TERMS

The total budgetary requirement is Php200,000.00 (inclusive of all applicable taxes), to be sourced from CIFTIS 2022 Funds. This shall be paid based on actual consumption in several tranches until as specified below:

PAYMENT	CONDITION	PROPOSED DELIVERABLES
50% of the contract price	If 50% of the required words has already been rendered	Certificate of Translation

50% of the contract price	If the remaining 50% of the required words has already been rendered	Certificate of Translation


*Prepared by:*

  
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*Noted by:*

  
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**MARUO F. EVIO**  
 OIC-DM, OG1

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**PAULINA SUACO-JUAN**  
 Executive Director 