

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-2022-0103

**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 SERVICE FOR BUYER CAMPAIGN OF IFEX PHILIPPINES 2022

(Please see attached Request for Quotation Form and Terms of Reference for more details.)

Approved Budget for the Contract	: PHP 300,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 12 September 2022, 12:00PM
Opening of Qualitative Evaluation Documents	: 12 September 2022, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 13 September 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. 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 in the field of consecutive interpretation.
 - List of companies / brands / clients / partners 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:

- 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. A password protection may be 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.


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 September 2022

Company Name: _____

RFQ No.: 2022-0103

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: 12 September 2022	Time: 12:00PM	Venue: Zoom
Schedule of Opening of Qualitative Evaluation Documents: 12 September 2022	Time: 12:00PM	
Schedule of Opening of Eligibility Documents and Financial Bid: 13 September 2022	Time: 02:00PM	Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p>HIRING OF INTERPRETATION SERVICE FOR BUYER CAMPAIGN OF IFEX PHILIPPINES 2022</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 300,000.00</u></p> <p><u>Period of Engagement:</u> 22nd to 24th September 2022, 9:00am to 6:00pm <u>Inclusions:</u> Three (3) Interpreters for three (3) days <u>Languages (One interpreter per language):</u> A. Japanese B. Korean C. Chinese</p> <p>(Please see attached Term of Reference for more details)</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: _____

HIRING OF INTERPRETATION SERVICES FOR IFEX PHILIPPINES 2022 BUYER CAMPAIGN

TERMS OF REFERENCE

RATIONALE

We use English as a language to communicate with our buyers during our signature events. English being the most spoken language in the world and the third-most spoken native language in the world, after Standard Chinese and Spanish.

Hiring the services of a professional interpretation provider is essential in ensuring the success of the B2B meetings on-site during the entire duration of the show. Communicating with non-English speaking buyers with the aid of consecutive interpretation will immensely help both the exhibitors and buyers understand each other and to properly conduct their business negotiation and eventually generate sales.

OBJECTIVE

To ensure a seamless flow of communication between the non-English speaking buyers and the exhibitors during the B2B meetings in connection with the IFEX Philippines physical show scheduled on 22-24 September 2022 at the world Trade Center (WTC).

SCOPE OF WORK

Priority Languages:

1. Korean
2. Japanese
3. Chinese – Mandarin

Interpretation Services:

1. Must be able to do consecutive interpretation for the 3 priority languages (Japanese, Chinese, and Korean) to English and vice versa between the buyers and exhibitors during the B2B meetings.
2. Must be able to provide 3 interpreters during the onsite B2B meetings 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 are 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 do interpretation in any event of similar type.
7. Must be able to list down the names, contact details, products of interests of the buyers and company name of exhibitors assisted
8. Make a summary report on all buyers and exhibitors assisted at the end of each day.

TIMELINE

The period of engagement shall commence from the Notice of Award and Job Order. Specific period of engagement is as follows:

1. 21 September 2022, 3:00pm – Orientation of the 3 Interpreters (1 Japanese, 1 Korean, and 1 Chinese Interpreter)
2. Onsite B2B meetings on 22-24 September 2022
9:00am -6:00pm, 3 interpreters for 3 days
1 interpreter per language (Japanese, Korean and Chinese)

QUALIFICATIONS

1. Must be a professional interpretation and language/communication company with capability to do flawless consecutive interpretation service.
2. With experience in providing interpretation services to a minimum of 3 multinational companies, 3 reputable local or international companies, 1 university, and 1 government agency.

SELECTION PROCESS

QUALIFICATION	VALUE POINT	RATING
QUALITATIVE EVALUATION		
<p>Must be a professional interpretation and language/communication company with capability to do flawless consecutive interpretation service during the period of engagement in the identified priority languages namely, Japanese, Korean and Chinese.</p> <p>Relevant experience:</p> <ul style="list-style-type: none"> - 6 major languages interpreted (60 points) - 5 major languages interpreted (50 points) - 4 major languages interpreted (40 points) - 3 or less major languages interpreted (30 points) <p>Document Required: Company Profile, CV/Portfolio indicating relevant work experiences and expertise in the field of consecutive interpretation.</p>	60	
<p>With experience in providing interpretation services to a minimum of 3 multinational companies, 3 reputable local or international companies, 1 university, and 1 government agency.</p> <p>3 multinational companies, 3 reputable local or international companies, 1 university, and 1 government agency (40 points)</p>	40	

<p>- 2 multinational companies, 2 reputable local or international companies, 1 university, and 1 government agency (30 points)</p> <p>- 1 multinational companies, 1 reputable local or international companies, 1 university, and 1 government agency (20 points)</p> <p>Document Required: CV/Portfolio indicating the companies/ brands/ clients/ partner the company has worked with</p>		
TOTAL	100	

QUALITATIVE 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 80 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.


BUDGET

Total budgetary requirement is Php 300,000.00 (inclusive of all applicable taxes), to be sourced from IFEX Philippines Buyer Services/Campaign Funds. This shall be paid 15-30 days upon receipt of the completed/signed Certificate of Satisfactory Service Rating (CSSR).


Prepared by:


VICKY M. ARELLANO
STIDS

Noted by:


ATTY. EVA MARIE C. MARIQUINA
OIC-OTF & BCSE

Recommending Approval:


ROWENA G. MENDOZA
OIC-Department Manager
Operations Group 2

Approved by:


DED MA. LOURDES D. MEDIRAN
OIC, CITEM