

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-2023-0100

**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 CHINESE INTERPRETERS FOR THE
PHILIPPINE PARTICIPATION IN CAEXPO 2023**

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

Approved Budget of the Contract: PHP 342,000.00

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: 04 September 2023

Company Name: _____

RFQ No.: _____ 2023-0100

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.

<i>Deadline of Submission of Quotations:</i> 07 September 2023	<i>Time:</i> 12:00PM
<i>Schedule of Opening of Bids:</i> 07 September 2023	<i>Time:</i> 02:00PM <i>Venue:</i> ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
5	pax	HIRING OF CHINESE INTERPRETERS FOR THE PHILIPPINE PARTICIPATION IN CAEXPO 2023 Period of Hiring: 16 to 19 September 2023, 8:30am to 5:30am (4 days) <i>(Please see attached Request for Quotation Form and Terms of Reference for more details)</i> APPROVED BUDGET FOR THE CONTRACT: <u>PHP 342,000.00</u>		

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

HIRING OF INTERPRETATION COMPANY FOR PHILIPPINE PARTICIPATION IN THE 20TH CHINA-ASEAN EXPO (CAEXPO) 2023

I. RATIONALE

The Philippine participation in the 20th CAEXPO is a good venue/platform to showcase the potential of the country as a destination of choice for trade, investment and tourism as well as to promote the Philippines in China and ASEAN as a viable source of quality products and services.

To effectively communicate the country's trade, investment and tourism offers, CITEM will engage the services of an interpretation company based in China with extensive experience.

II. OBJECTIVE

- To hire the service of an interpretation company with consecutive interpreters who can speak fluent Mandarin and English and will assist the City of Charm/Tuguegarao City, PEZA and CITEM personnel during business meetings as well as other Philippine delegates in official business negotiations from 16-19 September 2023

III. QUALIFICATIONS

The interpretation company :

- Must have an established business in China or City of Nanning.
- Must have work as interpretation company in previous editions of CAEXPO.
- Able to deploy at least 5 regular interpreters who can speak fluent English and Mandarin languages.

IV. SCOPE OF WORK

- A. The assigned consecutive interpreters of the interpretation company should report to the CITEM Project Officers in the duration of the contract.
- Interpreters shall assist Tuguegarao City, PEZA and CITEM staff in official business meetings
 - Interpreters shall assist other Philippine delegates in official business negotiations.

V. REQUIREMENT AND DURATION OF WORK:

A Regular Interpreters:

REQUIREMENT	DURATION OF WORK
Total: Five (5) Regular Interpreters	16-19 September 2020 (4 days, (8hrs/day)
<i>*Breakdown</i>	
1. Tuguegarao City – 2 interpreters	Estimated Cost:
2. PEZA – 2 interpreters	Regular interpreter/ 8hrs: US\$ 300
3. CITEM - 1 interpreter	
	Estimated Total Cost: US\$ 300 x Php57 x 4 days x 5 pax = Php 342 000.00

Estimated Total Cost: USD 6,000.00

VI. MODE OF PROCUREMENT

Negotiated Procurement – Overseas GPPB 28-2017

VII. MODE OF PAYMENT

100% payment upon conclusion of event (by wire transfer)

VIII. BANK CHARGES: Charge to CITEM

IX. APPROVED BUDGET FOR THE CONTRACT

The allocated budget is US\$ 6,000 x P 57 = P 342,000.00

*US\$ 1 = 57

c/o CITEM Budget

Php 342,000.00

Prepared by:


VICKY M. ARELLANO
STIDS, OTF & BCSE

Noted by:


ROWENA G. MENDOZA
DIO, Department Manager
Operations Group 2

Approved by:


MA. LOURDES D. MEDIRAN
Deputy Executive Director

08-22