

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-2023-0125

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 JAPANESE INTERPRETER SERVICE PROVIDER FOR MANILA FAME 2023

(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	: 02 October 2023, 12:00PM
Opening of Qualitative Evaluation Documents	: 02 October 2023, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 03 October 2023, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at citembac@citem.com.ph for request of these links. The link will be released on the actual day of the procurement activity.

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 exercising a profession, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.
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**
4. **Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

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 the following:**
 - Relevant work experiences and expertise;
 - 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:

- 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 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 T. MARPURI
Chairman, Bids and Awards Committee

REQUEST FOR QUOTATION

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

Company Name: _____

Address: _____

Contact No.: _____

Date: 25 September 2023RFQ No.: 2023-0125

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: 02 October 2023	Time: 12:00PM
Schedule of Opening of Qualitative Evaluation Documents: 02 October 2023	Time: 12:00PM
Schedule of Opening of Eligibility Documents and Financial Bid: 03 October 2023	Time: 02:00PM Venue: Zoom

HIRING OF JAPANESE INTERPRETER SERVICE PROVIDER FOR MANILA FAME 2023

APPROVED BUDGET FOR THE CONTRACT: PHP 300,000.00
(Please see attached Terms of Reference for more details.)

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
4	inter- preters	Date: 19 October 2023 Time: 08:30AM – 06:30PM (10 hours)		
3	inter- preters	Date: 20 October 2023 Time: 08:30AM – 06:30PM (10 hours)		
2	inter- preters	Date: 19 October 2023 Time: 08:30AM – 06:30PM (10 hours)		
TOTAL BID OFFER				

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.
- 6) This requirement is **One Project** having several items that shall be **awarded as One Contract**.

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 Japanese Interpreter Service Provider
Manila FAME 2023

I. BACKGROUND

After three-year hiatus, physical Manila FAME will have its comeback on 19-21 October 2023. As we welcome again foreign buyers as they to gather and source from the Philippines, Manila FAME's Buyer Care Services will be renewed to provide buyers convenience in doing business.

One of the necessary buyer provision during show proper is an interpreter service for buyers who are not fluent in conversational English. One specific buyer population who need this provision are Japanese buyers which historically ranks as one of Manila FAME's top 5 visiting nation.

In this regard, Japanese interpreter service provider will again be procured for this edition of Manila FAME as part of our Buyer Care Services and to ensure that all Japanese buyers will be able to conveniently and successfully transact with our local manufacturers despite the language barriers.

II. OBJECTIVES

- To tap a Interpreter Service Provider firm that can provide professional interpreter for Japanese buyers;
- To ensure that all hired interpreters are professional and are honed in interpreting business jargons;
- To ensure that all Japanese buyers that need language assistance will be able to conveniently do business despite of the language difference.

III. SCOPE OF WORK

Below are the deliverables of the hired language service provider firm:

1. Provide Japanese interpreter during the three-day event proper of Manila FAME. Below are the interpreter count requirements:

DATE	TIME	INTERPRETER COUNT
19 October 2023	8:30 AM – 6:30 PM (10 hours)	4
20 October 2023	8:30 AM – 6:30 PM (10 hours)	3
21 October 2023	8:30 AM – 6:30 PM (10 hours)	2

2. All interpreters provided by the firm should be professional and has the excellent capacity to interpret business jargons conveniently and effectively. They must be able to easily interpret during business negotiations and meetings.
3. Translation is in a consecutive format and the interpreter provided by the firm must be able to interpret quickly both English-Nihongo and Nihong-English for a more seamless business negotiation experience.
4. Interpreters provided by the firm must be present during the entire Manila FAME event proper and are capable to deliver service in a by demand basis.



5. Interpreters provided by the firm must be professionally dressed in business attire and are always presentable and pleasant.
6. Hired language firm must assign a specific personnel / project manager who shall be the point person to attend to all Manila FAME-related concerns.
7. Should there be any areas that are unclear and need decision making, CITEM's decision should be followed.

IV. CITEM PROVISIONS

Below are the provisions of CITEM to make servicing more efficient:

1. CITEM shall provide a holding area for all the assigned interpreters of the firm.
2. CITEM shall allow assigned interpreters of the firm to take one a 45 min. break time they may use as deemed fit as long as it will not interfere service requirement of assigned buyers.
3. CITEM shall allow assigned interpreters of the firm to go around the exhibit area during free time as long as it will not interfere service requirement of assigned buyers.
4. CITEM shall assign a point person to handle coordination for any Manila FAME-related concerns.

V. QUALIFICATION AND SELECTION PROCESS

QUALIFICATION	VALUE POINT
<p>Must be a professional language service company / firm with capability to interpret English-Japanese and vice versa.</p> <p>Document Required: CV/ Portfolio indicating relevant work experiences and expertise</p>	<p>Length of relevant experience:</p> <ul style="list-style-type: none"> • 5 years and up (50 pts) • 3-4 years (25 pts) • 2 years and below (10 pts)
<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> <p>Document Required: CV/ Portfolio indicating the companies / brands / clients / partners the company has worked with</p>	<p>Extend of work experience:</p> <ul style="list-style-type: none"> • 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency (50 pts) • 3 multinational companies, 3 reputable local or international companies, 1 university, and 1 government agency (25 pts) • 1 multinational companies, 1 reputable local or international companies, 1 university, and 1 government agency (10 pts)
<p>Maximum Number of Points</p>	<p>100 points</p>

VI. 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.

VII. BUDGET AND PAYMENT TERMS

The total budgetary requirement is **Php300,000.00 (inclusive of all applicable taxes)**, to be sourced from Manila FAME 2023. Payment will be given to the awarded supplier only after delivery of complete service.

Prepared by:


KATRINA ALYSSA C. LEDESMA
STIDS, OG1-OTF

Noted by:


ANNA MARIE ALZONA
DC, OG1-OTF

Recommending Approval


MARJO F. EVIO
OIC - OG1

Approved by:


AMB. EDWARD L. FERREIRA Ph.D
Executive Director

