

**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-2024-0144-R1**

**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 TWO (2) PROFESSIONAL JAPANESE  
INTERPRETER FOR THE PHILIPPINE  
PARTICIPATION IN TOKYO INTERNATIONAL GIFT  
SHOW 2024**

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

Approved Budget for the Contract Per Pax: JPY247,500.00

TOTAL APPROVED BUDGET FOR THE CONTRACT: JPY 495,000.00 OR PHP 200,000.00

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



**ATTY. ANNA GRACE I. MARPURI**  
Chairman, CITEM-BAC



**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 (OVERSEAS PROCUREMENT)

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

RFQ No.: 2024-0144-R1

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.

<b>Deadline of Submission of Quotations: 27 August 2024</b>	<b>Time: 01:00PM</b>
<b>Schedule of Opening of Bids: 27 August 2024</b>	<b>Time: 02:00PM</b> <b>Venue: ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
2	pax	<p><b>HIRING OF PROFESSIONAL JAPANESE INTERPRETER FOR THE PHILIPPINE PARTICIPATION IN TOKYO INTERNATIONAL GIFT SHOW 2024</b></p> <p>TOTAL APPROVED BUDGET FOR THE CONTRACT: <u>JPY 495,000.00 OR PHP 200,000.00</u></p> <p><i>ABC per pax: JPY 247,500.00</i></p> <p><i>Dates needed: 04 to 06 September 2024</i></p> <p><i>Time needed: 09:30AM-06:00PM (With one (1) hour lunch break and at least three 10-minutes break a day)</i></p> <p><i>Scope of Contract:</i></p> <ol style="list-style-type: none"> <li>1. Consecutive interpretation of English-Nihongo and Nihongo-English for booth trade inquiries and B2B meetings of CITEM and participating companies.</li> <li>2. Interpreter service must be in a by-demand basis and must be available at all times at the Philippine Pavilion.</li> <li>3. Interpreters must be professionally dressed in business attire and are always presentable and pleasant.</li> <li>4. Should there be any areas that are unclear and need decision making, CITEM's decision should be followed.</li> <li>5. Meals, transportation and incidentals are part of the contract.</li> <li>6. Overtime charges are not included.</li> </ol>		

**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: \_\_\_\_\_