

**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**

**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 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: JPY 495,000.00 OR PHP 185,200.00**

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)

Date: **15 August 2024**

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

RFQ No.: **2024-0144**

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.

Deadline of Submission of Quotations: <b>19 August 2024</b>	Time: <b>05:00PM</b>
Schedule of Opening of Bids: <b>20 August 2024</b>	Time: <b>02:00PM</b> Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
2	pax	<p style="text-align: center;"><b>HIRING OF PROFESSIONAL JAPANESE INTERPRETER FOR THE PHILIPPINE PARTICIPATION IN TOKYO INTERNATIONAL GIFT SHOW 2024</b></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>JPY 495,000.00 OR PHP 185,200.00</u></p> <p><i>ABC per pax:</i> JPY 247,500.00 <i>Dates needed:</i> 04-06 September 2024 <i>Time needed:</i> 09:30AM-06:00PM (With one (1) hour lunch break and at least three 10-minutes break a day)</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: \_\_\_\_\_