

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-2025-0119-R2

**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 INTERPRETERS FOR IFEX PHILIPPINES 2025**

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

Approved Budget for the Contract	: <b>PHP92,000.00</b>
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Document	: <b>19 May 2025, 05:00PM</b>
Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Document	: <b>20 May 2025, 02:00PM</b>

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

- 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.*
- 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.*
- Notarized Omnibus Sworn Statement**
- 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.**

*Post-Qualitative Evaluation Document (3rd Envelope / Compressed Folder)*

- Company profile, Portfolio indicating relevant work experiences and expertise in the field of consecutive interpretation**
- Portfolio indicating years of interpretation work experiences**
- List of clients with Period of engagement and Language interpreted**

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

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REV 1



## 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: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

Date: 15 May 2025  
RFQ No.: 2025-0119-R2

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

Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents: **19 May 2025** Time: **05:00PM**

Schedule of Opening of Eligibility Documents Financial Bid and Qualitative Evaluation Documents: **20 May 2025** Time: **02:00PM** Venue: **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<b>HIRING OF INTERPRETERS FOR IFEX PHILIPPINES 2025</b>  <u>APPROVED BUDGET FOR THE CONTRACT: PHP92,000.00</u>  <b>Requirements:</b> One (1) Japanese language interpreter One (1) Chinese (Mandarin) language interpreter One (1) Korean language interpreter  <b>Duration:</b> May 22-24, 2025  <b>Scope of Work:</b> <ul style="list-style-type: none"><li>- Serve as language translator (consecutive) for foreign guests and buyers in the duration of IFEX Philippines 2025 (May 22-24, 2025, 10:00AM-07:00PM).</li><li>- Assist non-English speaking foreign buyers, attending to queries and ushering them at the venue.</li><li>- Ensures contextually accurate translations maintaining the original meaning and intent and not missing onto important details.</li></ul> <b>Qualifications:</b> <ul style="list-style-type: none"><li>- Must have relevant experience in trade events in guest relations, customer service and buyer servicing.</li><li>- Must have at least 10 years' experience in providing interpretation services.</li><li>- Must have provided interpreter services to at least one (1) company (it can be any of the following: multinational companies, reputable local or international companies, universities and government agencies)</li><li>- Must have excellent communication skills in English and foreign languages as required (Japanese, Chinese (Mandarin) and Korean)</li><li>- Must be 25-35 years old</li></ul>		

### 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: \_\_\_\_\_

### Post qualification:

Interested bidder/s will undergo a post-qualification evaluation, based on the parameters below. The contract shall be awarded to the lowest calculated and most responsive bidder. The lowest financial bid will be evaluated first. Passing score is 80%

Criteria/s	Document/s to be submitted	Points
Must be a professional interpretation and language/communication company with capability to interpret to at least 5 languages across the world, including all the priority languages identified in the scope of work (Japanese, Korean, Chinese (Mandarin)) <ul style="list-style-type: none"><li>• 10 or more languages interpreted <b>(40 points)</b></li><li>• 5-10 languages interpreted <b>(30 points)</b></li></ul>	Company Profile, Portfolio indicating relevant work experiences and expertise in the field of consecutive interpretation.	40
Must have at least <b>10 years</b> experience in providing interpretation services. Years of interpretation experience: <ul style="list-style-type: none"><li>• More than 10 years interpretation experience <b>(30 points)</b></li><li>• Less than 10 years interpretation experience <b>(20 points)</b></li></ul>	Portfolio indicating years of interpretation work experiences	30
Must have provided interpreter services to a minimum of <b>10 companies</b> (it can be any of the following: multinational companies, reputable local or international companies, universities, and government agencies) <ul style="list-style-type: none"><li>• Over 10 companies <b>(30 Points)</b></li><li>• Less than 10 Companies <b>(20 points)</b></li></ul>	List of Clients with Period of Engagement and Language interpreted.	30
<b>TOTAL</b>		<b>100 points</b>