

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-2025-0042

**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
INTERPRETERS / STAND ASSISTANTS FOR THE
PHILIPPINE PARTICIPATION IN FOOD EX JAPAN
2025**

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

APPROVED BUDGET FOR THE CONTRACT: PHP565,200.00

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.

for: 
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



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **31 January 2025**RFQ No.: **2025-0042**

Company Name: _____

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.

Schedule of Bidding in Philippine Standard Time:		
Deadline of Submission of Quotations: 03 February 2025		Time: 05:00PM
Schedule of Opening of Bids: 04 February 2025	Time: 02:00PM	Venue: ZOOM

Schedule of Bidding in Japan Standard Time:		
Deadline of Submission of Quotations: 03 February 2025		Time: 06:00PM
Schedule of Opening of Bids: 04 February 2025	Time: 03:00PM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">HIRING OF PROFESSIONAL JAPANESE INTERPRETERS / STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATION IN FOOD EX JAPAN 2025</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP565,200.00</u></p> <p>Date Needed / Delivery Date: 11-14 March 2025</p> <p>Scope of Work:</p> <p>The six (6) (min.) professional Japanese interpreters / stand assistants of the 90sqm Philippine Pavilion (E4-U21) shall:</p> <ol style="list-style-type: none"> 1. Study and familiarize in advance the information of the 15 companies and their products before the period of engagement. 2. Be physically present at the Tokyo Big Sight (Tokyo International Exhibition Center) from 11-14 March 2025, 09:30AM – 05:00PM (lunchbreak included). 3. Engage visitors / buyers in conversation, answer queries about the products or companies, ask qualifying questions to generate inquiries and sales leads, and endorse them to the company representative/s. 4. Consecutive interpretation of English – Nihongo and vice versa for the inquiries and meetings of CITEM and the participating companies. 5. Collect / assist in the daily collection of the CITEM-required forms and business cards to be endorsed to CITEM personnel and, if necessary, assist in the encoding of relevant sale / inquiry / contact details. 6. Man and maintain the orderliness of the pavilion. 7. Submit a post-event report with services rendered, insights, and recommendations (can submit one report for all the interpreter / assistants) 		



	<p>Budget and Payment Terms:</p> <ul style="list-style-type: none">- Total Budget is at PHP565,200.00 inclusive of all incidental expenses (transportation and meals) and applicable taxes and charges.- Full payment upon project completion and submission of report on services rendered and recommendation. <p>Note: This requirement is divisible, and partial bid is allowed for individuals. Individual bidders may offer/quote for one (1) interpreter/stand assistant not exceeding PHP94,200.00 (Budget per interpreter/stand assistant), inclusive of all incidental expenses (Transportation and meals) and applicable taxed and charges.</p>		
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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.
- 4) This requirement may be awarded as separate contract per interpreter / stand assistant.

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.

for: 
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: _____