

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-2024-0216

**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 ONSITE INTERPRETERS / STAND
ASSISTANTS FOR CHINA INTERNATIONAL IMPORT
EXPO 2024**

(Please see attached Request for Quotation Form and Terms of Reference for more details.)

Qualifications:

1. Must be based in China and has experience in working with other international / foreign companies and/or governments
2. Has a pool of onsite interpreters / stand assistants to be deployed_who are:
 - a. Fluent in both Mandarin and English
 - b. At least college graduates with experience in simultaneous interpretation preferably for business or negotiations
3. Has the capacity to replace assigned interpreters who cannot report for work at any given time during the engagement

Documents to be submitted:

1. Company Profile and/or Portfolio
2. List of possible interpreters for deployment with their brief list of_credentials / CV

APPROVED BUDGET FOR THE CONTRACT: PHP275,000.00

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.



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



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: **17 October 2024**

Company Name: _____

RFQ No.: **2024-0216**

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.

<u>Deadline of Submission of Quotations: 21 October 2024</u>	<u>Time: 05:00PM</u>
<u>Schedule of Opening of Bids: 22 October 2024</u>	<u>Time: 02:00PM</u> <u>Venue: ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">HIRING OF ONSITE INTERPRETERS / STAND ASSISTANTS FOR CHINA INTERNATIONAL IMPORT EXPO 2024</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: PHP 275,000.00</p> <p><u>Dates:</u> 05-10 November 2024 <u>Venue:</u> Shanghai, China <u>Qualifications:</u> The firm or company:</p> <ol style="list-style-type: none"> 1. Must be based in China and has experience in working with other international / foreign companies and/or governments 2. Has a pool of onsite interpreters / stand assistants to be deployed who are: <ol style="list-style-type: none"> a. Fluent in both Mandarin and English b. At least college graduates with experience in simultaneous interpretation preferably for business or negotiations 3. Has the capacity to replace assigned interpreters who cannot report for work at any given time during the engagement <p><u>Documents to be submitted:</u></p> <ol style="list-style-type: none"> 1. Company Profile and/or Portfolio 2. List of possible interpreters for deployment with their brief list of credentials / CV. <p style="text-align: center;"><i>(Please see attached Terms of Reference for more details)</i></p>		

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: _____

TERMS OF REFERENCE
Hiring of Onsite Interpreters / Stand Assistants for CIIE 2024
(China International Import Expo 2024)

I. Background

CIIE, a major trade initiative of Chinese President Xi Jinping launched last November 2018, is a world-class expo, providing new channels for countries and regions to do business, strengthen cooperation and promote common prosperity of the world economy and trade. It demonstrates the firm support of the Chinese government to trade liberalization and economic globalization and actively open the Chinese market to the world. It has three main parts— Country Pavilion, Enterprise and Business Fair (Goods and Services), and the International Trade Forum.

The Philippine participation will feature 16 food exporters of fresh and processed food products in a 162 sqm pavilion in the Food and Agricultural Products Hall (Hall 1.1) of the National Exhibition and Convention Center (NECC) in Shanghai, China. The participation, under the FoodPhilippines trade promotion branding, shall feature, among others, fresh and frozen durian, fresh and processed fruit products, and snacks.

With Mandarin as the official state language and widely used dialect of China, it is imperative to engage the services of a firm or company based in China who will deploy interpreters and/or stand assistants to ensure the negotiations between the Philippine exhibitors and the Chinese buyers and/or officials are properly relayed and understood.

II. Requirement

Hire an interpretation service firm who will deploy a minimum of 9 per day onsite interpreters/stand assistants based in China to conduct simultaneous interpretation from Mandarin to English and English to Mandarin between the buyers and exhibitors during the Philippine participation in CIIE 2024 from 5-10 Nov 2024 located at the National Exhibition and Convention Center (NECC) in Shanghai, China.

III. Scope of Work

1. Learn and review in advance the information of companies and their products before the period of engagement
2. Must be able to physically report at the in the NECC in Shanghai, China from 5-10 Nov 2024, 8AM-6PM
3. Must wear smart casual to business attire during the period of engagement
4. Must ensure flawless interpretation service during the period of engagement
5. List down the names, contact details, products of interests of the buyers, and, if applicable, estimated valuation of the booked or negotiated sales of the exhibitor/s assisted based on the format to be provided by CITEM
6. Make a summary report on all buyers and exhibitors assisted at the end of each day
7. Must be able to secure own stickers/entry passes to enter the CIIE event on 05 November/ Day 1

IV. Qualifications

The firm or company:

*Buyer's comments
on pricing, packaging
& quality of products,
if any.*

1. Must be based in China and has experience in working with other international / foreign companies and/or governments
2. Has a pool of onsite interpreters/stand assistants to be deployed who are:
 - a. Fluent in both Mandarin and English
 - b. At least college graduates with experience in simultaneous interpretation preferably for business or negotiations
3. Has the capacity to replace assigned interpreters who cannot report for work at any given time during the period of engagement

The company must submit their company profile and/or portfolio. The bidder/s must send a list of possible interpreters for deployment with their brief list of credentials/CV.

V. Budget and Mode of Procurement

The Approved Budget for the Contact (ABC) is PHP 275,000.00, inclusive of all applicable taxes and fees, remuneration / professional fee, and incidental expenses.

The requirement shall be procured through Negotiated Procurement – Overseas. The lowest calculated and most responsive bid shall be awarded the contact.

Prepared by:



QUEENIE CRISTALLE P. BERNARDO
STIDS, CBD-SPOCG

Noted by:



JOSEPH A. ARELLANO
Division Chief, CBD-SPOCG

Recommending Approval:



ROWENA G. MENDOZA
Department Manager, CBD

Approved by:



LEAH PULIDO OCAMPO
Executive Director

roughly US\$ 90 per pax per day,

