

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-2019-0211

**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 AN INTERPRETATION COMPANY FOR CAEXPO 2019

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

Approved Budget: USD 8,500.00

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

TERMS OF REFERENCE

HIRING OF INTERPRETATION COMPANY FOR PHILIPPINE PARTICIPATION IN THE 16TH CHINA-ASEAN EXPO (CAEXPO) 2019

I. RATIONALE

The Philippine participation in the 16th CAEXPO is a good venue to showcase the potential of the country as a destination of choice for trade, investment and tourism as well as promote the Philippines in China and ASEAN as a viable source of quality products and services.

To effectively communicate the country's trade, investment and tourism offers, CITEM will engage the services of an interpretation company based in China with extensive experience.

II. OBJECTIVES

- To hire the service of an interpretation company with consecutive interpreters who can speak fluent Mandarin and English and will assist CITEM staff during business meetings as well as other Philippine delegates in official business negotiations from 20-23 September 2019.
- To hire the service of an interpretation company providing simultaneous interpretation equipment and interpreters for the Philippine Promotion Conference on 21 September 2019, 2:00 PM to 5:00 PM.

III. QUALIFICATIONS

The interpretation company :

1. Must have an established business in China or City of Nanning.
2. Must have work as interpretation company in previous editions of CAEXPO.
3. Able to deploy at least 5 regular interpreters who can speak fluent English and Mandarin languages.
4. Able to provide 2 simultaneous interpreters speaking fluent Mandarin and English languages.
5. Able to provide simultaneous interpretation equipment/device (good for 130 pax)

IV. SCOPE OF WORK

- A. The assigned consecutive interpreters of the interpretation company should report to the CITEM Project Officers in the duration of the contract.
 1. Interpreters shall assist CITEM staff in official business meetings
 2. Interpreters shall assist other Philippine delegates in official business negotiations.
- B. The interpretation company shall conduct the following for the simultaneous interpretation:
 1. Shall check all receivers and headsets before handing over to the requesting party
 2. Shall complete the installation and tests before the start of the Philippine Investment Promotion Conference.
 3. Shall be responsible in taking care all equipment to be used during the conference.
 4. Shall provide 2 professional simultaneous interpreters speaking fluent Mandarin and English languages.

V. REQUIREMENT AND DURATION OF WORK:

A. Regular Interpreters:

REQUIREMENT	DURATION OF WORK
Total: Five (5) Regular Interpreters	20-23 September 2019 (4 days, (8hrs/day)
<i>*Breakdown</i>	
1. SMDC – 2 interpreters for their companies	Estimated Cost:
2. Investment Promotion Agencies – 1 interpreter	Regular interpreter/ 8hrs: US\$ 300
3. Tourism Promotions Board - 1 interpreter	
4. BOI- 1 interpreter	Estimated Total Cost: US\$ 6,000

B. Simultaneous Interpretation:

REQUIREMENT	DURATION OF WORK
- Provide 2 professional simultaneous interpreters speaking Mandarin and English languages - Provide simultaneous interpretation equipment/device (good for 130 pax)	21 September 2019 *1:00pm – 5:00pm Philippine Investment Promotion Conference (4 hrs.) Estimated Cost: Simultaneous interpreter/ 4hrs : US\$ 750 Receiver (headset) : US\$ 650/ good for 130 pax Host Equipment: US\$ 350 Estimated Total Cost: US\$ 2,500

VI. MODE OF PROCUREMENT

Negotiated Procurement – Overseas GPPB 28-2017

VII. MODE OF PAYMENT

100% payment upon conclusion of event (by wire transfer)

VIII. BANK CHARGES: Charge to CITEM (included in the budget)

IX. APPROVED BUDGET FOR THE CONTRACT

The approved budget is US\$ 8,500.00 x P 53 = P 450,500.00
 *US\$ 1/= 53

c/o CITEM Budget

Php 442,000.00

Prepared by:

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 Deputy Executive Director