Republic of the Philippines <u>Department of Trade and Industry</u> 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 CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
Tel.: (632) 831-2201 local 309/218 E-mail: citembac@citem.com.ph Fax: (632) 833-1284/834-0177



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Company Nar Address: Contact No.:	me: _ _ _			13-Aug-19 2019-0211
Gentlemen: Please this office. It	is requ	hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently neested that the quotation be sealed, signed and stamped in an envelope and submitted to CITEM BAGING OF BIds: 22 August 2019 Venue: Meeting Room 1	Ο.	2:00 PM
QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
	5),75,75			2000 T 1914 P
		HIRING OF AN INTERPRETATION COMPANY FOR THE PHILIPPINE PARTICIPATION		
		IN THE 16TH CHINA-ASEAN (CAEXPO) 2019 THAT CAN PROVIDE THE FOLLOWING:		
5	pax	Consecutive Interpreters (4 days x 5 interpreters)		
		who can speak fluent English and Mandarin languages		
2	pax	Simultaneous Interpreters (1/2 day x 2 interpreters)		
		who can speak fluent Mandarin and English language		
1	pax	Simultaneous Equipment Host		
130	unit	Simultaneous Equipment Receiver (good for 130 pax)		
		Date : <u>20-23 September 2019</u>		
		Note : Please see attached Terms of Reference for more details.		
		Approved Budget: USD 8,500.00		
		Deadline of Submission of Quotation: 20 August 2019, 5:00PM		
2.) Payment Purchaser a	e-quote will be p nd Supp	d prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the	•	ve.
		serves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may bus to the government.		
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		ATTY. ANNA	GRACE I. MARP	URI
Per you	r reque ve. I/W	d Awards Committee: st, I/We have indicated the prices of the above mentioned article(s)/work(s) on the unit price/am e also certify that we have read, understood and shall conform with the terms and conditions of	ount	
æ	Da	ate Submitted Signature over printed name of the Authorized Compa	ny Representat	ive
		Designation:		-





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 handling 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)	
*Breakdown		
 SMDC – 2 interpreters for their companies 	Estimated Cost:	
 Investment Promotion Agencies – 1 interpreter Tourism Promotions Board - 1 interpreter 	Regular interpreter/ 8hrs: US\$ 300	
4. BOI- 1 interpreter	Estimated Total Cost:	
	US\$ 6,000	





B. Simultaneous Interpretation:

REQUIREMENT	DURATION OF WORK
- Provide 2 professional simultaneous interpreters	21 September 2019
speaking Mandarin and English languages	*1:00pm – 5:00pm Philippine Investment Promotion Conference (4 hrs.)
 Provide simultaneous interpretation equipment/device (good for 130 pax) 	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:

VICKY M. ARELLANO

STIDS, Special Projects Division

Noted by:

EVA MARIE C. WARIQUINA OIC, Special Projects Division

Approved by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director