

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-2020-0154

**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 ENGLISH-CHINESE TRANSLATION SERVICE COMPANY  
FOR VARIOUS COLLATERALS FOR CAEXPO 2020**  
*(Please see attached Request for Quotation Form for more details.)*

Approved Budget	: PHP 400,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 23 November 2020, Monday, 12:00NN
Opening of Bids	: 24 November 2020, Tuesday, 02:00PM

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph) for request of these links.

The *Notice of Award* shall only be issued to the lowest calculated 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)*

**1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration**

*Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate documentary document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.*

**2. 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.*

**3. Notarized Omnibus Sworn Statement**

*Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.*

**4. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

*Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.*

*Financial Bid (2nd Envelope / Compressed Folder)*

- **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

*Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)*

- Copy of DOT Accreditation of the travel agency or interpretation/ translation service provider
- Sample Alibaba / Weibo / WeChat work
- At least one (1) Curriculum Vitae of Filipino Translator/s

Bidders shall submit these documents, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. As highly encouraged, submission to the BAC Secretariat through online 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 an hour before the date and time of the Opening of Bids indicated above.

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



## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above  Small Value Procurement with ABC of Php 50,001 and above  
 Lease of Real Property and Venue  Others: \_\_\_\_\_

Date: 18 November 2020

Company Name: \_\_\_\_\_

RFQ No.: 2020-0154

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 and submitted to CITEM BAC.

Pre-bid Conference: _____ n/a _____	Time: _____ n/a _____	Venue: _____ n/a _____
Schedule of Opening of Bids: 24 November 2020	Time: 2:00PM	Venue: ZOOM

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<p><b>HIRING OF ENGLISH-CHINESE TRANSLATION SERVICE COMPANY FOR VARIOUS COLLATERALS FO CAEXPO 2020</b></p> <p><b>Timeline:</b> The period of engagement shall commence from the date of award and will be in effect until 26 February 2021 or until the word balance is fully consumed by CITEM, whichever comes first.</p> <p><b>Scope of Work:</b></p> <ol style="list-style-type: none"> <li>1. Translation (English-Technical/Business-Chinese) of all kinds of print and online; with a maximum total word count of 40,000.00</li> <li>2. Undertake necessary edits or revisions to the translated contents as deemed necessary by the project team.</li> <li>3. Assign specific personnel to attend to tall CITEM-related concerns.</li> <li>4. Submit a Certificate of True Translation for every material or document being translated.</li> </ol> <p><b>Payment Terms:</b> The total budget is PHP 400,000 inclusive of all applicable taxes. This shall be paid based on actual consumption priced at PHP 10,00 per word or lower based on the bid of the winner to be paid in several tranche upon submission of billing every month and until the word count of 40,000 is consumed or until the end of contract on 26 February 2021, whichever comes first.</p> <p style="text-align: center;"><b>Please see attached Terms of Reference for more details.</b></p> <p>.....</p> <p><b>APPROVED BUDGET FOR THE CONTRACT: PHP 400.000.00</b> <b>DEADLINE OF SUBMISSION OF ELIGIBILITY DOCUMENTS AND FINANCIAL BID</b> : 23 November 2020, Monday, 12:00NN</p>		

**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: \_\_\_\_\_

**Terms of Reference  
Contracting of Translation Services  
for CAEXPO 2020**

**I. Background and Rationale:**

The Center for International Trade Expositions and Missions (CITEM), will be participating in the 17<sup>th</sup> edition of the China-ASEAN Expo or CAEXPO in Nanning, Guangxi, China on 27-30 November 2020.

China is one of the non-English speaking countries in Asia and while some Chinese can speak English, most do not speak well enough especially in a business setting or professional level. In view thereof, we would require the services of a company to provide translation to our marketing and promotion materials.

**II. Objective**

To ensure delivery of our messages in clear, correct and properly translated printed materials/online content.

**III. Requirement**

Hire a company to translate marketing and promotional materials, press releases, and online content

**IV. Scope of Work:**

- The period of engagement shall commence from the date of the award and will be in effect until 26 February 2021 or until the word balance is fully consumed by CITEM, whichever comes first.
- Translate (English-Business/Technical Chinese) of 40,000 total words of combined press releases, directory content, and online content.
- Turn-around time should not exceed 3 days.
- Provision of unlimited revisions.
- Provide Certificate of True Translation.

**V. Qualification**

1. Must be a DOT-accredited Travel Agency or Interpretation/Translation Service Provider
2. Must have experience in business/technical translation Alibaba or WeChat platform.
3. As a pool of Filipino translators (CV should be provided).

**VI. Evaluation & Selection**

**QUALITATIVE EVALUATION**

Accredited/Official Interpreter Service Provider (Accredited- 40 Points, Not accredited- 0 Points)	40
Translation Experience (With Experience 20 points, w/o- 0 Points)	30
Staffing (All Filipino- 30 points, partly Filipino – 0 Points)	30
<b>Total</b>	<b>100 pts</b>

VII. Budget - Php 400,000.00

VIII. Terms of Payment

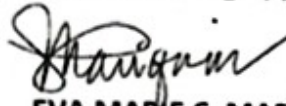
The total budget is Php 400,000, inclusive of all applicable taxes. This shall be paid based on actual consumption priced at Php 10 per word or lower based on the bid of the winner, to be paid in several tranche upon submission of billing every month and until the word count of 40,000 words is consumed or until the end of contract on 26 February 2021, whichever comes first.

Prepared by:




ALEX LUCAS  
Project Officer

Recommending Approval by:



EVA MARIE C. MARIQUINA  
OIC, OG2-OTF

Approved by:



ROWENA G. MENDOZA  
OIC, OG2



MA. LOURDES D. MEDIRAN  
Supervising Deputy Executive Director

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*