

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-2022-0148

**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 STAND ASSISTANTS / INTERPRETERS
FOR THE PHILIPPINE PARTICIPATION IN CHINA
INTERNATIONAL IMPORT EXPO (CIIE) 2022**

*(Please see attached Request for Quotation Form and Term of Reference
for more details)*

Approved Budget of the Contract: PHP 394,320.00 or USD 6,360.00

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: 28 October 2022

Company Name: _____

RFQ No.: 2022-0148

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.

Deadline of Submission of Financial Bid and Qualitative Evaluation Documents: 02 November 2022	Time: 12:00PM
Schedule of Opening of Qualitative Evaluation Documents: 02 November 2022	Time: 12:00PM
Schedule of Opening of Bids: 03 November 2022	Time: 02:00PM Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">HIRING OF ONSITE STAND ASSISTANTS / INTERPRETERS FOR THE PHILIPPINE PARTICIPATION IN CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2022</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 394,320.00 or USD 6,360.00</u></p> <ol style="list-style-type: none"> 1. Inform buyers of exhibitor's product offering/s. 2. Act as interpreter for the buyers/exhibitors. 3. Help entertain or usher buyers and collect business cards during the show proper. 4. Effectively direct buyers to the right exhibitors. 5. Assist exhibitors in sampling their products. 6. Assist exhibitors in distribution of their promo collaterals. 7. Assist in promoting IFEX, Manila FAME and other CITEM shows to buyers. 8. Help maintain the cleanliness of the pavilion during the show. 9. Assist in procurement of supplies and materials, if necessary, which are needed for the day-today operations of the pavilion. 10. Performs other duties and functions as maybe assigned by CITEM and PTIC <p><i>Budget Breakdown: USD 176.67 / pax * 6 days * 6 person/pax</i> <i>Service Duration: 5th – 10th of November 2022</i> <i>Time: 8:00 AM – 6:00PM (9 Hours/day)</i></p> <p><u>Submit below documents for Qualitative Evaluation:</u></p> <ol style="list-style-type: none"> 1. Company Profile, Portfolio and Language Certification of pool of Interpreters indicating relevant work experiences and expertise in the field of consecutive interpretation. 2. Portfolio indicating years of interpretation work experiences 3. Proof of acceptance of CIIE Organizers <p style="text-align: center;"><i>(Please see attached Term 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 (TOR)
HIRING OF ON-SITE STAND ASSISTANTS /INTERPRETERS


PROJECT TITLE	CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2022
EVENT DATES	05-10 November 2022
VENUE	National Exhibition and Convention Center (Shanghai) Co. Ltd. Shanghai, China
BUDGET & PROCUREMENT MANNER	US\$ 6,360 x P62 (exchange rate) =PHP 394,320 for 6 pax Procurement Manner: Overseas Procurement
REQUIREMENT TO BE PROCURED	Hiring of On-site Stand Assistants /Interpreters for PH Pavilion
ENGAGEMENT PERIOD	Service duration: 5-10 November 2022 Time: 8AM-6PM (9hours/day)
ONSITE STAND ASSISTANCE/ INTERPRETATION SERVICE REQUIREMENTS	<ol style="list-style-type: none"> 1. Inform buyers of exhibitor’s product offering/s. 2. Act as interpreter for the PH Pavilion buyers/exhibitors in the conduct of B2B meetings, if any 3. Help entertain or usher buyers and collect business cards during the show proper. 4. Effectively direct buyers to the right exhibitors. 5. Assist exhibitors in sampling their products. 6. Assist exhibitors in distribution of their promo collaterals. 7. Assist in promoting IFEX, Manila FAME and other CITEM shows to buyers. 8. Help maintain the cleanliness of the pavilion during the show. 9. Assist in procurement of supplies and materials, if necessary, which are needed for the day-today operations of the pavilion. 10. Performs other duties and functions as maybe assigned by CITEM and PTIC relative to the operations of the day-to-day managementof the pavilion

QUALIFICATION REQUIREMENTS AND SELECTION PROCESS

CRITERIA FOR ON-SITE STAND ASSISTANTS /INTERPRETERS	VALUE POINT
<p>Must be a company/agency with a pool of professional exhibition interpreters with access badges to CIIE 2022 capability to translate at least 3 languages across the world, including the priority language which is Simplified Chinese.</p> <ul style="list-style-type: none"> • Professional in 3 languages (30 points) • Professional in 4 or more languages (40 points) <p>Document Required: Company Profile, Portfolio and Language Certification of pool of Interpreters indicating relevant work experiences and expertise in the field of consecutive interpretation.</p>	40

<p>The individual that the company/ agency will hire must have at least 3 years experience in providing interpretation services.</p> <p>Years of interpretation experience:</p> <ul style="list-style-type: none"> • At least 3 years interpretation experience (20 points) • More than 3 years interpretation experience (30 points) <p>Document Required: Portfolio indicating years of interpretation work experiences</p>	30
<p>Proof of Application for BADGES for CIIE 2022</p> <p>Agent/ interpreter must have an access in the log-in system of CIIE 2022. (All manpower services/ guests of CIIE will undergo screening process by the State Police aside from the screening process of the organizers.)</p> <p>Document Required: Proof of acceptance of CIIE Organizers.</p>	30
<p>TOTAL</p> <p>The BIDS and Awards Committee (BAC) through the Technical Working Group (TWG) shall conduct a qualitative evaluation with corresponding points to all prospective bidders.</p> <p>Prospective bidders who receive a passing score of 80 shall proceed with the financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post-qualification, if required.</p>	100


Prepared by:


DANAMAE G. ANAYA
 TIDS, OG2-OTF

Noted by:


ATTY. EVA C. MARIQUINA
 OIC-DC, OG2-OTF

Recommending Approval:


ROWENA G. MENDOZA
 OIC-DM, OG2

Approved by:


Deputy Executive Director MA. LOURDES D. MEDIRAN
 Officer-in-Charge, CITEM