

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-2021-0020

**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 TRANSLATION AND LANGUAGE SERVICES FOR MANILA FAME / FAME+ BUYER
CAMPAIGN**

(Please see attached Request for Quotation Form for more details.)

Approved Budget for the Contract	:	PHP 300,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	:	12 April 2021, 12:00NN
Opening of Bids	:	13 April 2021, 2:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph.

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)

- **Portfolio or Curriculum Vitae (CV) indicating:**
 - Relevant work experiences and expertise in professional translation and language/communication.
 - Companies / Brands / Clients / Partner the company has worked with.
- **Sample certificate/s of translation from previous clients and works.**

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

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- As highly encouraged, online submission to the BAC Secretariat at 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.

ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph



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: 07 April 2021

RFQ No.: 2021-0020

Company Name: _____
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.

Schedule of Opening of Bids: <u>13 April 2021</u>	Time: <u>02:00PM</u>	Venue: <u>ZOOM</u>
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QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p>HIRING OF TRANSLATION AND LANGUAGE SERVICES FOR MANILA FAME / FAME+ BUYER CAMPAIGN</p> <p><i>Please see attached Term of Reference for more details.</i></p> <p>APPROVED BUDGET FOR THE CONTRACT: Php 300,000.00</p> <p>DEADLINE OF SUBMISSION OF ELIGIBILITY DOCUMENTS, FINANCIAL BID, AND QUALITATIVE EVALUATION DOCUMENTS: 12 April 2021, 12NN</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: _____



**HIRING OF TRANSLATION & LANGUAGE SERVICES
FOR FAME+ BUYER CAMPAIGN
TERMS OF REFERENCE**



I. RATIONALE

Studies show that while English remains to be the most widely-spoken language in business, many, whose first language is not English, still prefer to read about products and services and engage with content in their native tongue (worldfinance.org). With its bid to intensify its reach to greater key markets overseas, FAME+ messages should come across as clear and as effective as possible. With its potential to allow more dynamic and stronger business interaction, effective language translation will help FAME+ to reach a wider global audience.

To do this, the services of a professional translator & language provider will be crucial for all the promotional and information contents of FAME+ to generate the right traffic to the online platform and eventually convert impressions into actionable result.

II. OBJECTIVE

1. To provide targeted, effective, and engaging communications to greater international stakeholders and buyers of FAME+, by translating and/or localizing contents crucial to the promotion of FAME+/Manila FAME.
2. To provide assistance to buyers in need of interpretation services during their conduct of B2B.

III. SCOPE OF WORK

I. Translation and Interpretation Services

1. Translation

- a. Translate content from any of the priority languages of FAME+ with a maximum total word count of 35,000. The priority languages are as follows:
 - A. *Japanese*
 - B. *Chinese*
 - C. *French*
 - D. *Russian*
 - E. *Korean*
 - F. *Bahasa*
 - G. *Thai*
 - H. *German*
 - I. *Italian*
 - J. *Spanish*
 - K. *Arabic*
- b. **Formatting and Editing** – undertake necessary edits or revisions to the translated contents, as deemed necessary by the project team.
- c. **Account Management** – assign a specific personnel/project manager who shall be the point person to attend all CITEM-related content/concerns.
- d. **Certification** – *submit a Certificate of True Translation for every material or document being translated*

2. Interpretation

- a. Provide interpreters (on call) during online business-to-business meeting for any, but not limited to, of the following languages with maximum total interpretation services of 50 hours:
 - A. *Japanese*
 - B. *Chinese*

- C. Arabic.
- D. Russian

IV. TIMELINE

The period of engagement shall commence from the Notice of Award and Job Order. This will be in effect until 31 December 2021, or until the word count and interpretation services balance indicated in the scope of work is fully consumed by CITEM, whichever comes first.

V. QUALIFICATIONS

1. Must be a professional translation and language/communication company with capability to translate/localize contents and provide interpretation services to at least 60 major languages across the world, *including all the priority languages identified in the scope of work*;
2. Must be able to provide certified translation with 100% accuracy; *and*
3. With experience in providing services to a minimum of 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency.
4. Shall provide quality translation of a reasonable scale and business interpreting service that is accurate and coherent.

VI. SELECTION PROCESS

Qualifications	Value Point	Rating
Qualitative Evaluation		
<p>Must be a professional translation and language/communication company with capability to translate/localize contents and provide interpretation services to at least 60 major languages across the world, including all the priority languages identified in the scope of work.</p> <p>Relevant experience:</p> <ul style="list-style-type: none"> - 60 major languages translated and/or localized contents and interpretation services (25 points) - 50 major languages translated and/or localized contents and interpretation services (20 points) - 40 major languages translated and/or localized contents and interpretation services (15 points) - 30 or less major languages translated and/or localized contents and interpretation services (10 points) <p>Document Required: CV/Portfolio indicating relevant work experiences and expertise in the fields mentioned above</p>	45	
<p>Must be able to provide certified translation with 100% accuracy</p> <p>Document Required: Sample certificate of translation from previous clients and works.</p>	20	
<p>With experience in providing services to a minimum of 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency.</p> <ul style="list-style-type: none"> - 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency (25 points) - 3 multinational companies, 3 reputable local or 	35	

international companies, 1 university, and 1 government agency. (15 points) - 1 multinational companies, 1 reputable local or international companies, 1 university, and 1 government agency. (10 points) Document Required: CV/Portfolio indicating the companies/ brands/ clients/ partner the company has worked with		
TOTAL	100	

VII. QUALITATIVE EVALUATION

The BIDS and Awards Committee (BAC) through the Technical Working Group (TWG) shall conduct a qualitative evaluation with corresponding points to all prospective bidders.

Prospective bidders who receive a passing score of 85 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.

VIII. FINANCIAL BID

Bidders must submit their financial bid in accordance with the following format:

Rate per word (max of 35K words)	: PhP 5.00 per word x 35k words = PhP 175,000.00
Rate per Hour (max of 50 hours)	: PhP 2,500.00 per hour x 50 hours = PhP 125,000.00
TOTAL	= PhP 300,000.00 (lowest bid as one lot)

VII. BUDGET AND PAYMENT TERMS

Total budgetary requirement is PhP 300,000.00 (inclusive of all applicable taxes), to be sourced from Manila FAM/ FAME+ 2021 Funds. This shall be paid based on actual consumption in several tranches within 30 days upon submission of billing/statement of account every three months until the required wordcount and interpretation service hours are consumed or until the end of contract on 31 December 2021, whichever comes first.

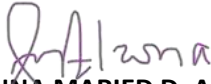
Prepared by:



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STIDS, Buyer Marketing & OTF Division
Operations Group 1

Reviewed by:



ANNA MARIEL D. ALZONA

DC, OTF & Buyer Marketing Division
Operations Group 1

Recommending Approval by:



ATTY. ANNA GRACE I. MARPURI

OIC – DM, Operations Group 1

Approved by:



PAULINA SUACO JUAN

Executive Director

