

**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-2020-0122**

**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 NINE (9) INTERPRETERS FOR THE ONLINE INTERPRETATION AND  
TRANSLATION SERVICES FOR THE PHILIPPINE PARTICIPATION IN CHINA  
INTERNATIONAL IMPORT EXPO (CIIE) 2020**

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

**Approved Budget of the Contract: PHP 870,000.00**

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](mailto:citembac@citem.com.ph).

**ATTY. ANNA GRACE I. MARPURI**  
Chairman, CITEM-BAC



**REQUEST FOR QUOTATION  
(OVERSEAS PROCUREMENT)**

Date: **9-Oct-2020**

RFQ No: **2020-0122**

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 or in a compressed folder submitted at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).


Schedule of Opening of Bids: **14 October 2020** Venue: **Zoom** Time: **2:00 PM**

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
9	pax	<b>HIRING OF INTERPRETERS FOR THE ONLINE INTERPRETATION AND TRANSLATION SERVICES FOR THE PHILIPPINE PARTICIPATION IN CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2020</b>		
		<i>Engagement Period: 05-10 November 2020 / 8 hours per day</i>		
		<b><u>Scope of Work:</u></b>		
		1. Must be able to do simultaneous interpretation from Chinese to English and English to Chinese for buyers and exhibitors during an Online B2B session via premium zoom account		
		2. Must ensure flawless interpretation service during Online B2B sessions between buyer and exhibitors		
		3. Must man and service all the 9 premium zoom account at all times during period of engagement		
		4. Deliver other services indicated in the Terms of Reference		
		<b><u>(Please see attached Terms of Reference for more details)</u></b>		
		<b>Approved Budget : <u>PHP 870,000.00</u></b>		
		<b>Deadline of Submission of Quotation: <u>13 October 2020, 05:00PM</u></b>		

**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 the Purchaser and Supplier.
- 3.) Any alterations, erasures or overwritings 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

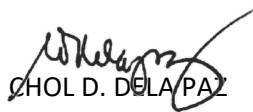
Designation: \_\_\_\_\_

Telephone no.(s): \_\_\_\_\_

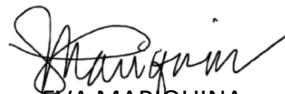
TERMS OF REFERENCE (TOR)  
HIRING OF INTERPRETATION and TRANSLATION SERVICES

PROJECT TITLE	CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2020
EVENT DATES	05-10 NOVEMBER 2020
VENUE	NATIONAL EXHIBITION AND CONVENTION CENTER (SHANGHAI) CO. LTD. SHANGHAI, CHINA
BUDGET	P 870,000.00 for 9 online interpreters
REQUIREMENT TO BE PROCURED	1. Online Interpretation Service
ENGAGEMENT PERIOD	5-10 November 2020 8HRS/day
INTERPRETATION SERVICE REQUIREMENT	<ol style="list-style-type: none"> <li>1. Must be able to do simultaneous interpretation from Chinese to English and English to Chinese between buyer and exhibitor during an Online B2B session via premium zoom account;</li> <li>2. Must be able to service the 9 premium zoom account at all times during the period of engagement;</li> <li>3. Has a pool of interpreters to be able to replace assigned interpreters who cannot report for work at any given time during the period of engagement;</li> <li>4. Must ensure flawless interpretation service during the period of engagement;</li> <li>5. Interpreters are willing to learn in advance the information of companies and their products before the period of engagement;</li> <li>6. Interpreters must have experience on how to use video conferencing software;</li> <li>7. Must conduct pre-training to interpreters on negotiation rules and procedure to be set up by Virtual B2B Matchmaking provider;</li> <li>8. Must be able to list down the names, contact details, products of interests of the buyers and company name of exhibitors assisted;</li> <li>9. Make a summary report on all buyers and exhibitors assisted at the end of each day.</li> </ol>

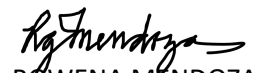
PREPARED BY:

  
CHOL D. DELA PAZ  
Project Coordinator  
CIIE2020 Virtual B2B

VALIDATED BY:

  
EVA MARIQUINA  
Project Manager  
CIIE 2020

APPROVED BY:

  
ROWENA MENDOZA  
Project Director  
CIIE 2020

NOTED BY:

  
MA. LOURDES D. MEDIRAN  
Deputy Executive Director