

**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-2021-0054**

**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 ONLINE INTERPRETATION SERVICE FOR CHINA B2B  
SCHEDULED ON AUGUST 3-4, 2021**

*(Please see attached Request for Quotation for more details)*

**Approved Budget of the Contract: PHP 250,000.00**

**Qualitative Evaluation Documents to be submitted:**

1. Company Portfolio indicating years of existence and a pool of consecutive Mandarin Interpreters
2. Company Portfolio with list of interpretation services to clients participating in trade shows and/or one-on-one business meetings
3. List of names with their CV Signed statement of compliance to provide interpreters during the appointed dates

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: 26 July 2021

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

RFQ No.: 2021-0054

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.

<b>Deadline of Submission of Quotation and Qualitative Evaluation Documents:</b> <u>28 July 2021</u>	<b>Time:</b> <u>12:00NN</u>
<b>Schedule of Opening of Bids:</b> <u>29 July 2021</u>	<b>Time:</b> <u>02:00PM</u> <b>Venue:</b> <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p style="text-align: center;"><b>HIRING OF ONLINE INTERPRETATION SERVICE FOR CHINA B2B SCHEDULED ON AUGUST 3-4, 2021</b>  <i>(Please see attached Term of Reference for more details)</i></p> <p style="text-align: center;"><b>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 250,000.00</u></b></p> <p><u>Scope of Works:</u></p> <ol style="list-style-type: none"> <li>1. English-Chinese and Chinese-English consecutive interpretation service.</li> <li>2. The period of engagement shall be on 03-04 of August 2021 from 9:00AM-06:00PM each day.</li> <li>3. Company shall provide ten (10) interpreters per day, for two (2) days, from 09:00AM to 06:00PM.</li> <li>4. Interpreters are willing to learn in advance the information of the companies as well as their products before the actual event.</li> <li>5. Must provide interpreters who have experience in using video conference software.</li> <li>6. Confirmation/approval of the interpreters are subject to screening.</li> <li>7. Supplier/interpreters shall submit report as prescribed by the project team.</li> </ol> <p><u>Qualifications:</u></p> <ol style="list-style-type: none"> <li>1. Must be an established company with minimum of five (5) years of experience and with a proof of consecutive Mandarin interpreters;</li> <li>2. Must have previously provided interpretation services to clients participating in trade shows and/or one-on-one business meetings; and</li> <li>3. Must have a pool of interpreters who are available on the dates determines by the project team.</li> </ol>		



Qualitative Evaluation:

Passing grade is 80 points.

Required to submit below documents:

1. Company Portfolio indicating years of existence and a pool of consecutive Mandarin Interpreters
2. Company Portfolio with list of interpretation services to clients participating in trade shows and/or one-on-one business meetings
3. List of names with their CV Signed statement of compliance to provide interpreters during the appointed dates

**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 J. 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 Online Interpretation Service  
For CHINA B2B Meetings

**I. Background and Rationale:**

The Center for International Trade Expositions and Missions (CITEM), will be participating in the 18th edition of the China-ASEAN Expo or CAEXPO in Nanning, Guangxi, China on 10-13 September 2021, and China International Import Expo in Shanghai, China on November 05-10,2021. **An online B2B meeting is being planned for the participants of CAEXPO and CIIE scheduled on 03-04 August 2021.**

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 interpretation during the B2B meetings.

**II. Objective:**

To ensure proper communication in business meetings. The service shall include English-Chinese and Chinese-English Interpretation.

**III. Requirement:**

Hire a company that can provide ten (10) interpreters per day for two (2) days of B2B Meetings.

**IV. Scope of Work:**

1. The period of engagement shall be scheduled on 03-04 August 2021 from 9:00AM-6:00PM each day.
2. Company shall provide ten (10) interpreters per day, for two (2) days, from 9:00AM to 6:00PM
3. Interpreters are willing to learn in advance the information of the companies as well as their products before the actual event.
4. Must provide interpreters who have experience in using video conference software.
5. Confirmation/approval of the interpreters are subject to screening.
6. Supplier/interpreters shall submit report as prescribed by the project team.

**V. Qualification:**

1. Must be an established company with a minimum of five (5) years of existence and with a pool of consecutive Mandarin interpreters;
2. Must have previously provided interpretation services to clients participating in trade shows and/or one-on-one business meetings; and,
3. Must have a pool of interpreters who are available on the dates determined by the project team.

**VI. Qualitative Evaluation.**

Criteria	Points	Required documents for submission
(5) years of existence and with a pool of consecutive Mandarin interpreters;  5-7 years: 20pts. 8-10 years: 30pts. 11 years and above: 40pts.	40 points	Company portfolio
Has provided interpretation services to clients participating in trade shows and/or one-on-one business meetings  2-3 clients: 10pts. 4-6 clients: 20pts. 7 clients and above: 30pts.	30 points	Company portfolio with list of interpretation service clients
Pool of interpreters who are available on August 3-4, 2021 for CHINA B2B activity	30 points	List of names with their CV Signed statement of compliance to provide interpreters during the appointed dates
<b>TOTAL</b>	<b>100points</b>	

**Passing Rate: 80 points**

The supplier who receives a minimum passing score of 80 points, and the lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post qualification, if required.

**VII. Budget and Terms of Payment:**

The total budget for this requirement is USD5,000.00 or PHP250,000.00 (with conversion rate of USD1.00-PHP50.00) inclusive of all applicable taxes.

Recommended Terms of Payment	Remarks
1 <sup>st</sup> Payment :15% of the contract price	Upon signing the contract and submission of work plan of the assigned interpreters.
2 <sup>nd</sup> Payment :50%	10 working days after receipt of invoice for the 50% of the contract price with signed attendance sheet of assigned interpreters..
3 <sup>rd</sup> Payment :35%	10 working days after receipt of the final invoice and submission of report/output, and CITEM issuance of Certificate of Satisfactory Completion.
<b>TOTAL : 100%</b>	

Prepared by:

  
**Liezel "Dhax" Aniceto**  
Project Officer


Noted by:

  
**KATRINA C. PINEDA.**  
OIC, OG2-OTF

Recommending approval:

  
**ROWENA G. MENDOZA**  
OIC-DM, OG2

Approved by:

  
**MA. LOURDES D. MEDIRAN**  
Deputy Executive Director