

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-2021-0066

**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 CONSECUTIVE INTERPRETATION SERVICES FOR IFEX PHILIPPINES BUYER  
CAMPAIGN**

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

Approved Budget for the Contract	:	<b>PHP 316,000.00</b>
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	:	<b>16 August 2021, 12:00NN</b>
Opening of Qualitative Evaluation Documents	:	<b>16 August 2021, 12:00NN</b>
Opening of Eligibility Documents and Financial Bid	:	<b>17 August 2021, 02:00PM</b>

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](mailto: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 indicating:**
  - Relevant work experiences and expertise in the field of consecutive interpretation.
  - Companies / brands / clients / partner the company has worked with

To encourage the sanctity of the bids, we highly encourage bidders submit these documents separately, 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](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



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

## REQUEST FOR QUOTATION

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

Date: 11 August 2021

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

RFQ No.: 2021-0066

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

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents:	<u>16 August 2021</u>	Time:	<u>12:00NN</u>
Schedule of Opening of Qualitative Evaluation Documents:	<u>16 August 2021</u>	Time:	<u>12:00NN</u>
Schedule of Opening of Eligibility Documents and Financial Bid:	<u>17 August 2021</u>	Time:	<u>2:00PM</u>
		Venue:	<u>ZOOM</u>

### HIRING OF CONSECUTIVE INTERPRETATION SERVICES FOR IFEX PHILIPPINES BUYER CAMPAIGN


APPROVED BUDGET FOR THE CONTRACT: PHP 316,000.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
3	pax	<b>Hiring of Consecutive Interpretation and Language Provider for IFEX Roadshows</b> <i>Languages: Korean, Japanese, Chinese (1 interpreter each)</i> <i>Schedule: Korean and Japanese – 20 Aug 2021, 9:00am to 12:00nn (3 hours)</i> <i>Chinese – 27 Aug 2021, 3:00pm to 6:00pm (3 hours)</i> <b><u>Please see attached Term of Reference for more detailed requirements and scope of responsibility.</u></b>		
6	pax	<b>Hiring of Consecutive Interpretation and Language for IFEX B2B on 23-25 September 2021</b> <i>Languages: Korean, Japanese and Chinese (2 interpreters each) 9:00pm to 6:00pm</i> <b><u>Please see attached Term of Reference for more detailed requirements and scope of responsibility.</u></b>		

**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 CONSECUTIVE INTERPRETATION SERVICES FOR IFEX PHILIPPINES BUYER CAMPAIGN

## TERMS OF REFERENCE

### RATIONALE

In reaching out to buyers all over the world we use English, as it is the most spoken language in the world. But there are important market segments that can only understand and convey messages in their native tongue. This is where consecutive interpretation comes in.

Hiring the services of a professional interpretation provider is needed in ensuring the success of the buyer campaign strategies designed for Digital IFEX Philippines , specifically the Roadshows and the B2B activities. Communicating with non-English speaking buyers with the aid of consecutive interpretation will greatly help exhibitors connect with these buyers, conduct their business and eventually generate sales.

### OBJECTIVE

To ensure a seamless flow of communication between the non-English speaking buyers and the exhibitors during the IFEX Roadshow and B2B activities.

### SCOPE OF WORK

#### Priority Languages:

1. Korean
2. Japanese
3. Chinese

#### Interpretation Services:

1. Must be able to do consecutive interpretation for the 3 priority languages (Japanese, Chinese, and Korean ) to English and vice versa between buyer and exhibitor during an Online Roadshow or B2B session via Zoom or Hop In account;
2. Must be able to provide at least 3 interpreters during the roadshow and 6 interpreters during the online B2B, and must be available at all times during the period of engagement; Please refer to the timelines on the specific language interpretation required per date.
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;
4. Must ensure flawless interpretation service during the period of engagement;
5. Interpreters are willing to learn in advance the information of companies and their products before the period of engagement;
6. Interpreters must have experience on how to use video conferencing software;
7. Must conduct pre-training to interpreters on negotiation rules and procedure to be set up by Virtual B2B Matchmaking Secretariat;

8. Must be able to list down the names, contact details, products of interests of the buyers and company name of exhibitors assisted;
9. Make a summary report on all buyers and exhibitors assisted at the end of each day.

## TIMELINE

The period of engagement shall commence from the Notice of Award and Job Order.

1. 19 August 2021, 3PM– Orientation of Interpreters
2. IFEX Roadshows
  - 2.1. 20 August 2021, 9AM -12NN– Japan, Korea, 1 interpreter each (Duration: 3 hours)
  - 2.2. 27 August 2021, 3PM- 6PM - China, 1 interpreter (Duration: 3 hours)
3. IFEX B2 on 23-25 Sept. 2021, 9AM-6PM–6 interpreters for 3 days, Languages: Japanese, Korean, Chinese (2 interpreters per language)

## QUALIFICATIONS

1. Must be a professional interpretation and language/communication company with capability to do flawless consecutive interpretation service
2. With experience in providing interpretation services to a minimum of 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency.

## SELECTION PROCESS

QUALIFICATION	VALUE POINT	RATING
<b>Qualitative Evaluation</b>		
<p>Must be a professional interpretation and language/communication company with capability to do flawless consecutive interpretation service during the period of engagement in the identified priority languages namely, Japanese, Korean and Chinese.</p> <p>Relevant experience:</p> <ul style="list-style-type: none"> <li>- 40 major languages interpreted <b>(60 points)</b></li> <li>- 30 major languages interpreted <b>(50 points)</b></li> <li>- 20 major languages interpreted <b>(40 points)</b></li> <li>- 10 or less major languages interpreted <b>(30 points)</b></li> </ul> <p><b>Document Required:</b> CV/Portfolio indicating relevant work experiences and expertise in the field of consecutive interpretation.</p>	<b>60</b>	

<p>With experience in providing interpretation services to a minimum of 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency.</p> <p>- 5 multinational companies, 5 reputable local or international companies, 1 university, and 1 government agency <b>(40 points)</b></p> <p>- 3 multinational companies, 3 reputable local or 35 international companies, 1 university, and 1 government agency. <b>(35 points)</b></p> <p>- 1 multinational companies, 1 reputable local or international companies, 1 university, and 1 government agency. <b>(20 points)</b></p> <p><b>Document Required:</b> CV/Portfolio indicating the companies/ brands/ clients/ partner the company has worked with</p>	<b>40</b>	
<b>TOTAL</b>	<b>100</b>	

### 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 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.


### BUDGET


Total budgetary requirement is PhP 316,000.00 (inclusive of all applicable taxes), to be sourced from IFEX Philippines Buyer Services/Campaign Funds. This shall be paid 15-30 days upon receipt of the completed/signed Certificate of Satisfactory Service Rating (CSSR).

Prepared by:

Verified by:

Approved by:

  
 CHOL D. DELA PAZ  
 STIDS, OG2-OTF

  
 EVA MARIQUINA  
 OIC-DC, OG2-OTF

  
 ROWENA MENDOZA  
 OIC-DM, OG2

  
 MA. LOURDES D. MEDIRAN  
 Deputy Executive Director