

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-2021-0089

**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 JAPANESE CONSECUTIVE INTERPRETERS FOR IFEX
ONLINE BUSINESS MATCHING ACTIVITIES**

Approved Budget for the Contract: PHP 311,000.00

Qualifications:

- At least three (3) years of experience in providing i interpretation services for business events
- Has serviced at least five (5) events

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: 20 September 2021

Company Name: _____
 Address: _____
 Contact No.: _____

RFQ No.: 2021-0089

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 Quotation: <u>21 September 2021</u>	Time: <u>01:00PM</u>	
Schedule of Opening of Bids: <u>21 September 2021</u>	Time: <u>02:00PM</u>	Venue: <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
3	pax	<p>HIRING OF JAPANESE CONSECUTIVE INTERPRETERS FOR IFEX ONLINE BUSINESS MATCHING ACTIVITIES</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 311,000.00</u></p> <p><i>Duration:</i> 23 to 25 September 2021, 9AM-3PM (Philippine Time) <i>Scope Of Work:</i></p> <ol style="list-style-type: none"> 1. Must be able to do consecutive interpretations from Japanese to English and English to Japanese between buyer and exhibitor during an online B2B matchmaking session; 2. Must be able to render interpretation services at all times during the period of engagement; 3. Must ensure flawless interpretation service during the period of engagement; 4. Interpreters must be willing to learn in advance the information of companies and their products before the period of engagement; 5. Interpreters must have experience on how to use video conferencing software; 6. Must be able to list down the names, contact details, products of interest of the buyers, and company names of exhibitors assisted; and, 7. Make a summary report on all buyers and exhibitors assisted at the end of each day. <p><i>Qualifications:</i></p> <ul style="list-style-type: none"> • At least three (3) years of experience in providing i interpretation services for business events • Has serviced at least five (5) events 		

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: _____