

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-2022-0139

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 SERVICES FOR FOODPHILIPPINES PROMOTION IN CHINA MARKET

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

Approved Budget for the Contract	: PHP 180,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 24 October 2022, 12:00PM
Opening of Qualitative Evaluation Documents	: 24 October 2022, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 25 October 2022, 02:00PM

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 and responsive 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)

- 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 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.
- 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.
- 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.
- 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)

- **Company Profile, Portfolio indicating:**
 - Relevant work experiences and expertise in the field of consecutive interpretation.
 - Indicating years of translation work experiences
- **List of Clients with Period of Engagement and Language interpreted**


To encourage the sanctity of the bids, bidders must 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
- Online submission to the BAC Secretariat through email 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 on or before the date and time of the Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

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.

For



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



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: 19 October 2022

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

RFQ No.: 2022-0139

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.

Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents: 24 October 2022	Time: 12:00PM
Schedule of Opening of Qualitative Evaluation Documents: 24 October 2022	Time: 12:00PM
Schedule of Opening of Eligibility Documents and Financial Bid: 25 October 2022	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF TRANSLATION SERVICES FOR FOODPHILIPPINES PROMOTION IN CHINA MARKET</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 180,000.00</u></p> <p><u>Please see attached Terms of Reference for more details.</u></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.

For


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: _____

TERMS OF REFERENCE

HIRING OF TRANSLATION SERVICES FOR CHINA MARKET

RATIONALE

In reaching out to CHINA Market Buyers, it is important to curate and translate the messaging of all promotional and marketing materials to their own native language for them to appreciate more the value of what the FoodPhilippines is offering.

To ensure that China Projects will be able to communicate the FoodPhilippines and drive more traffic from the Chinese market to register and discover more about IFEXConnect (the trade promotion and leads generation online platform in the Philippines), all digital collaterals must be translated in the Business Chinese as it will be easier for the Chinese target buyers to indulge with the campaigns that CITEM are promoting.

OBJECTIVE

To ensure that buyer campaign digital collaterals of programs that involves the participation of the Chinese Market should be professionally translated.

SCOPE OF WORK

Translation Services

- a. Translate the content materials to *business Chinese language* to be used in FoodPhilippines promotion that involves the participation of China Markets with a maximum total word count of 40,000.
- 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.

TIMELINE

The period of engagement shall commence from the Notice of Award and Job Order. This will be in effect until 31 December 2022, or until the word count balance indicated in the scope of work is fully consumed by CITEM, whichever comes first.

Delivery of Translated Materials – must be at least 3 to 5 days upon receipt of the materials to be translated.

QUALIFICATIONS

1. Must be a professional Chinese translation company with capability to translate, *including all the identified in the scope of work*;
2. Must be able to provide certified translation with 100% accuracy;
3. With experience in providing services to a minimum of 10 companies (it can be any of the following: multinational companies, reputable local or international companies, universities, and government agencies).
4. Shall provide quality translation of a reasonable scale that is accurate and coherent.

SELECTION PROCESS

QUALIFICATION	VALUE POINT
Qualitative Evaluation	
<p>Must be a professional translation and language/ communication company with capability to translate/ localize contents to at least 5 languages across the world, including the priority language identified in the scope of work.</p> <ul style="list-style-type: none"> • 5-10 languages translated (30 points) • 10 or more languages translated (40 points) <p>Document Required: Company Profile, Portfolio indicating relevant work experiences and expertise in the field of consecutive interpretation.</p>	40
<p>Must have at least 5 years experience in providing translation services.</p> <p>Years of interpretation experience:</p> <ul style="list-style-type: none"> • At least 5 years translation experience (20 points) • More than 5 years translation experience (30 points) <p>Document Required: Portfolio indicating years of translation work experiences</p>	30
<p>Must have provided translation services to a minimum of 10 companies (it can be any of the following: multinational companies, reputable local or international companies, universities, and government agencies)</p> <ul style="list-style-type: none"> • Minimum of 10 Companies (20 points) • Over 10 companies (30 Points) <p>Document Required: List of Clients with Period of Engagement and Language interpreted.</p>	30
TOTAL	100

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 reached 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.


BUDGET


Total budgetary requirement is Php 180,000.00 (inclusive of all applicable taxes), to be sourced from the CIIE 2022 Approved Budget. 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 word count is consumed or until the end of contract on 31 December 2022, whichever comes first.

Prepared by:


DANAMAE G. ANAYA
TIDS, OG2-OTF

Approved by:


ATTY. EVA MARIE MARIQUINA
OIC-DC, OG2-OTF


ROWENA G. MENDOZA
OIC-DM, OG2