

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-2022-0146

**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 SERVICE PROVIDER FOR IFEX PHILIPPINES AND  
IFEX CONNECT**

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

Approved Budget for the Contract	: PHP 150,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 02 November 2022, 12:00PM
Opening of Qualitative Evaluation Documents	: 02 November 2022, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 03 November 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](mailto: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 language translation
  - Portfolio indicating years of translation work experiences
- List of Clients with Period of Engagement and Languages translated**

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](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 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](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: 24 October 2022

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

RFQ No.: 2022-0146

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: <b>02 November 2022</b>	Time: <b>12:00PM</b>	Venue: <b>Zoom</b>
Schedule of Opening of Qualitative Evaluation Documents: <b>02 November 2022</b>	Time: <b>12:00PM</b>	
Schedule of Opening of Eligibility Documents and Financial Bid: <b>03 November 2022</b>	Time: <b>02:00PM</b>	Venue: <b>Zoom</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p><b>HIRING OF TRANSLATION SERVICE PROVIDER FOR IFEX AND IFEX CONNECT</b></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 150,000.00</u></p> <p><i>Period of Engagement:</i> 25,000 words to be consumed or 12 months from date of Notice of Award and Job Order</p> <p><i>Languages:</i></p> <p><b>A.</b> Japanese  <b>B.</b> Chinese (Simplified and Traditional)  <b>C.</b> French  <b>D.</b> Korean  <b>E.</b> German</p> <p><i>(Please see attached Term of Reference for more details)</i></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.

  
**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 TRANSLATION SERVICE PROVIDER FOR IFEX and IFEX  
CONNECT  
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 messages in their native tongue. Receiving information in their language is important to get through them. This is where translation comes in.

IFEX aims to connect as many buyers as possible with its participating exhibitors. To ensure that we'll be able drive traffic from all the target markets to IFEX and its Digital Community Platform (DTCP), IFEX Connect, our marketing and promotions content must be translated in the language of select non-English speaking market segments.

Hiring the services of a professional translation service provider is very important in getting our messages, marketing content and email campaigns across all target export markets to promote Philippine food.

**OBJECTIVE**

To ensure that all marketing and promotions content of IFEX and IFEX Connect are professionally translated to reach non-English speaking market segments.

**SCOPE OF WORK**

**Translation Services**

a. Translate marketing and promotions content of IFEX and IFEX Connect to any of the priority languages identified below with a maximum total word count of **25,000**:

- A. Japanese
- B. Chinese (Simplified and Traditional, as may be required)
- C. French
- D. Korean
- E. German

b. **Content Types** – Marketing and promotions content for translation may be in the form of a Press Release, Feature Article, Company Profile, Electronic Direct Mail (EDMs), E-Newsletter, and Social Media Post.

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.

d. **Certification** – submit a Certificate of True Translation for every material or document being translated.

**TIMELINE**

The period of engagement shall commence from the Notice of Award and Job Order. This will be in

effect for **12 months** from date of **Notice of Award and Job Order**, or until the **25,000** word count 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 translation and language/ communication company with capability to translate/ localize contents to at least **5 languages** across the world, including all the priority languages identified in the scope of work.
2. Must have at least **10 years** experience in providing translation services.
3. 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)

## SELECTION PROCESS

QUALIFICATION	VALUE POINT
<b>Qualitative Evaluation</b>	
<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 all the priority languages identified in the scope of work.</p> <ul style="list-style-type: none"> <li>• 10 or more languages translated <b>(40 points)</b></li> <li>• 5-9 languages translated <b>(30 points)</b></li> </ul> <p><b>Document Required:</b> Company Profile, Portfolio indicating relevant work experiences and expertise in the field of language translation.</p>	<b>40</b>
<p>Must have at least <b>10 years</b> experience in providing translation services.</p> <p>Years of interpretation experience:</p> <ul style="list-style-type: none"> <li>• 10 or more years translation experience <b>(30 points)</b></li> <li>• Less than 10 years translation experience <b>(20 points)</b></li> </ul> <p><b>Document Required:</b> Portfolio indicating years of translation work experiences</p>	<b>30</b>
<p>Must have provided translation services to a minimum of <b>10 companies</b> (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"> <li>• 10 or more companies <b>(30 Points)</b></li> <li>• Less than 10 Companies <b>(20 points)</b></li> </ul> <p><b>Document Required:</b> List of Clients with Period of Engagement and Languages translated.</p>	<b>30</b>
TOTAL	<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.

## FINANCIAL BID

Bidders must submit their financial bid with a maximum of PHP 6.00 / word from English to any of the identified languages indicated in the Scope of Work.

## BUDGET

Total budgetary requirement is **PHP 150,000.00** (inclusive of all applicable taxes), to be sourced from **IFEX 2022 Budget**. This shall be paid based on actual consumption in several tranches until the required word count is of **25,000** is consumed or until the end of contract **12 months** from date of **Notice of Award and Job Order**, whichever comes first.


PAYMENT SCHEDULE	DELIVERABLE	PAYMENT
1 <sup>st</sup> Tranche	6,250 words	25% of Contract Price
2 <sup>nd</sup> Tranche	6,250 words	25% of Contract Price
3 <sup>rd</sup> Tranche	6,250 words	25% of Contract Price
4 <sup>th</sup> Tranche	6,250 words	25% of Contract Price

Prepared by:

  
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