



## BIDS AND AWARDS COMMITTEE REQUEST FOR QUOTATION

The Technology Application and Promotion Institute (TAPI), through its Bids and Awards Committee, will undertake an Alternative Method of Procurement through **Appendix 28 of the IRR of RA 9184 entitled, "Guidelines for the Procurement of Goods and Services, Infrastructure Project and Consulting Services To be Procured and Perform Overseas"** for the following project:

Name of Project: **"Procurement of Simultaneous Interpreter Services for SIIF 2024"**

Total Approved Budget for the Contract (ABC): **Php 15,121.48 (Inclusive of government taxes and other applicable fees/charges)**

ITEM NO.	TOTAL ABC	QTY & UNIT	DESCRIPTION
1	KRW 360,000.00  (Php 15,121.48 as of November 19, 2024)	Interpreter	<b>Simultaneous Interpreter Services</b>  <b>Duration: 2 days - November 29 &amp; 30, 2024</b>  <b>(6 hours per day)</b>  <b>Specifications:</b> <ul style="list-style-type: none"><li>-Provide accurate interpretation and facilitate communication between participants, exhibitors, inventors, organizers, and attendees at SIIF 2024, and during business meetings within Seoul.</li><li>- Proficiency in English, Korean, and Tagalog</li><li>- Uphold professionalism and composure under pressure, ensuring accurate interpretation in time-sensitive scenarios.</li><li>- Proven experience in simultaneous and consecutive interpretation in a business or technical setting.</li><li>- The interpreter must maintain the highest standards of confidentiality, particularly when dealing with proprietary or sensitive information related to inventions, patents, or business negotiations during the event.</li><li>- The interpreter is expected to adhere to a professional dress code during all official meetings and events, ensuring a presentable and approachable appearance</li><li>- The interpreter must arrive promptly for all assigned meetings, exhibits, and sessions, prepared and ready to facilitate smooth communication.</li></ul> <b>Scope of Work:</b>  The interpreter, if applicable, will be responsible for simultaneous or consecutive oral interpretation in English, Korean, and Tagalog on the following

			<p>situations, during November 29 to 30, 2024 for meetings and egress, as needed:</p> <ul style="list-style-type: none"> <li>- During official meetings with other agencies which may include but not limited to Seoul National University, CTCN Partnership and Liaison Office and KOICA.</li> <li>- During exhibits, presentations, and Q&amp;A sessions between exhibitors and visitors/participants of the event</li> <li>- During a courtesy visit to the Philippine Embassy</li> <li>- During ingress, egress, exhibit setup, transportation to and from meeting place, and other logistical or operational queries in real-time.</li> </ul>
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Interested suppliers are required to submit proof of the following valid and current eligibility documentary requirements (**Note: Failure to submit the following documents will result in DISQUALIFICATION**):

1. **Documentation or evidence demonstrating the supplier's technical, legal, and financial capability to undertake the project; and**
2. **Duly signed Price Quotation Form (use Annex "A" ONLY).**

**PLEASE SUBMIT THE DULY SIGNED PRICE QUOTATION FORM (Annex A) AND SCANNED COPIES OF ELIGIBILITY DOCUMENTS** to the BAC Secretariat on or before **25 November 2024 – MONDAY – 08:00 AM** through electronic mail at [procurement@tapi.dost.gov.ph](mailto:procurement@tapi.dost.gov.ph).

Bidders must bid on **ALL ITEMS**. The contract will be awarded to the bidder offering the lowest quotation, provided it **complies with the minimum technical specifications and/or description and falls within the ABC** as stated above, along with other terms and conditions stated therein.

Award of the contract shall be in favor of the supplier or contractor with the Single Calculated Responsive Bid (SCRB) or Lowest Calculated and responsive Bid (LCRB).

Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by the bidder or his/her duly authorized representative/s. The Technology Application and Promotion Institute (TAPI) reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may email us at [procurement@tapi.dost.gov.ph](mailto:procurement@tapi.dost.gov.ph).

Very truly yours,



**ATTY. ALDRITZ IGNACIO P. JURADO III**  
Chairperson, Bids and Awards Committee



**Annex "A"**

**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

The Bids and Awards Committee  
Technology Application and Promotions Institute  
TAPI Bldg. DOST Compound, Gen. Santos Avenue,  
Bicutan, Taguig City

Sir/Madam:

After Having Carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item No.	Qty & Unit	DESCRIPTION	Bid Offer per Unit	Total Bid Price per Item
1	Interpreter	<p><b>Simultaneous Interpreter Services</b></p> <p><b>Duration: 2 days - November 29 &amp; 30, 2024</b></p> <p><b>(6 hours per day)</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"><li>- Provide accurate interpretation and facilitate communication between participants, exhibitors, inventors, organizers, and attendees at SIIF 2024, and during business meetings within Seoul.</li><li>- Proficiency in English, Korean, and Tagalog</li><li>- Uphold professionalism and composure under pressure, ensuring accurate interpretation in time-sensitive scenarios.</li><li>- Proven experience in simultaneous and consecutive interpretation in a business or technical setting.</li><li>- The interpreter must maintain the highest standards of confidentiality, particularly when dealing with proprietary or sensitive information related to inventions, patents, or business negotiations during the event.</li><li>- The interpreter is expected to adhere to a professional dress code during all official meetings and events, ensuring a presentable and approachable appearance</li><li>- The interpreter must arrive promptly for all assigned meetings, exhibits, and sessions, prepared and ready to facilitate smooth communication.</li></ul> <p><b>Scope of Work:</b></p> <p>The interpreter, if applicable, will be responsible for simultaneous or consecutive oral interpretation in English, Korean, and Tagalog on the following</p>		

		situations, during November 29 to 30, 2024 for meetings and egress, as needed: - During official meetings with other agencies which may include but not limited to Seoul National University, CTCN Partnership and Liaison Office and KOICA. - During exhibits, presentations, and Q&A sessions between exhibitors and visitors/participants of the event - During a courtesy visit to the Philippine Embassy - During ingress, egress, exhibit setup, transportation to and from meeting place, and other logistical or operational queries in real-time.		
			TOTAL BID OFFER*	

Total amount in words:

\_\_\_\_\_  
\*The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Name of Company  
Company Address:

\_\_\_\_\_  
Email Add: \_\_\_\_\_ Contact No/s: \_\_\_\_\_

Business / Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)