

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
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JO Number: 2021-0066	JO Date: 08/02/2021	PAGE
PR No.: 2021-0151	PR Date: 07/20/2021	

CONTRACTOR/SUPPLIER <u>GUANGZHOU BELINK TRANSLATION CO., LTD</u>	DELIVERY TERM
ADDRESS <u>Room 663 #A3, Vanke Miku, Tianhe District, Guangzhou, China</u>	PAYMENT TERM
MODE OF PROCUREMENT <u>OVERSEAS PROCUREMENT</u>	PLACE OF DELIVERY
	DATE OF DELIVERY

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF ONLINE INTERPRETATION SERVICE FOR CHINA B2B SCHEDULED ON AUGUST 3-4, 2021 Scope of Work: 1. English-Chinese and Chinese-English consecutive interpretation service. 2. The period of engagement shall be scheduled on 03-04 August 2021 from 9:00AM-6:00PM each day. 3. Company shall provide ten (10) interpreters per day, for two (2) days, from 9:00AM to 6:00PM 4. Interpreters are willing to learn in advance the information of the companies as well as their products before the actual event. 5. Must provide interpreters who have experience in using video conference software. 6. Confirmation/approval of the interpreters are subject to screening. 7. Supplier/interpreters shall submit report as prescribed by the project team. Budget and Terms of Payment: The Contracted Price for this requirement is USD 2,700.00 OR A TOTAL OF PHP 136,053.00 inclusive of all applicable taxes			US\$2,700.00 or Php136,053.00
Terms of Payment 1st payment: 15% of the contract price 2nd payment: 50% 3rd payment : 35%	Remarks Upon signing the contract and submission of work plan of the assigned interpreters 10 working days after receipt of invoice for the 50% of the contract priced with signed attendance sheet of assigned interpreters. 10 working days after receipt of the final invoice and submission of report/output and CITEM issuance of Certificate of Satisfactory Completion		

TOTAL AMOUNT IN WORDS:	TWO THOUSAND SEVEN HUNDRED US DOLLARS OR A TOTAL OF ONE HUNDRED THIRTY-SIX THOUSAND FIFTY THREE PESOS	Php US\$2,700.00
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This order is placed subject to the following terms and conditions: or Php136,053.00

The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the **PENALTY** of _____ of the **TOTAL VALUE** of this ORDER for **EACH DAY OF DELAY**. In case the contractor/supplier does not deliver within the due date, s/he shall be considered in default and will be liable to pay **LIQUIDATED DAMAGES** in the amount of _____ of the **TOTAL AMOUNT** unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undelivered portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Job Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Corporate Services Dept.
 CONFORME: 

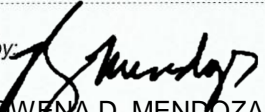
 Name & Signature of Contractor/Supplier

 Date

BUR No. **IFEX-21080571**
 DATE **08/09/2021**
 AMOUNT **US\$2,700.00 or Php136,053.00**
 Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

 Approved by: 
ROWENA D. MENDOZA
 OIC-Operations Group 2 