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翻 译 委 托 书

Interpretation Service Agreement

甲方: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

地址: Golden Shell Pavilion, Roxas Blvd. corner Sen. Gil Puyat Pasay City, Metro Manila 1300 Philippines

联系电话: +632 8312201 local 304

E-mail: jbriones@citem.com.ph

联系人: Janine Phyllisia S. Briones

Party A: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Address: Golden Shell Pavilion, Roxas Blvd corner Sen. Gil Puyat Pasay City, Metro Manila 1300 Philippines

Telephone: +632 8312201 local 304

E-mail: jbriones@citem.com.ph

Contact person: Janine Phyllisia S. Briones

联系电话: 021-68877803

E-mail: zhouchunlin@lan-bridge.com

联系人: 周春林

Party B: Lan-bridge (Shanghai) Information Technology Co., Ltd.

Address: G 28/F World Plaza, No.855 Pudong South Road, Shanghai, China

Telephone: 86-21-68877803

E-mail: zhouchunlin@lan-bridge.com

Contact person: Cullen Zhou

经甲、乙双方平等自愿、协商一致，甲方委托乙方提供会议口译服务，现订立此合同，共同遵守履行。

Whereby it is mutually agreed that Part A entrusts Party B for the provision of interpretation service, this agreement is concerned in accordance with the principles of equality and voluntarism, and shall be bound by, the following terms.

第一条 委托口译服务的范围

Article 1 Services Scope

地址：上海市浦东新区金桥出口加工区来福士路1号18层 | 邮编：201315 | 电话：+86 21 5058 1888 | 传真：+86 21 5058 1889 | 邮箱：lantong@lan-bridge.com | 网站：www.lan-bridge.com

1. 服务内容：甲方委托乙方提供中英口译服务。

1. Content of services: Party A entrusts Party B for the provision of Chinese-English interpretation service.

2. 服务时间：2019年11月5日至2019年11月10日

2. Time of service: Nov.5, 2019-Nov.10, 2019.

第二条 服务方式

Article 2 Service Mode

1. 甲方在相关工作开始前，须向乙方提供尽可能详细的资料及工作日程，便于乙方的译员更好地了解工作背景信息，能更好地完成口译任务。

1. In order to help Part B better to understand the background information required for the work and provide better services in fulfilling the interpretation assignment, Party A shall provide Party B with information as detailed as possible and work schedule prior to the commencement of relevant work.

2. 对于在口译服务过程中所获得的所有资料，乙方必须进行保密，如果乙方有意或无意泄露甲方的资料，而使甲方受到损失时，相应责任由乙方承担。

2. Party B shall keep confidential for all information acquired in process of providing interpretation services. If Part B reveals the information of Part A, and makes Party A sustain losses, Party B shall be held corresponding responsibility.

3. 乙方负责翻译人员工作餐。

3. Party B shall provide working meals for the interpreters.

4. 乙方负责译员证件及证件的制作费用。

4. Party B shall be responsible for the interpreters' certificates and the manufacturing costs of the certificates.

第三条 会议计费与结算方式

Article 3 Methods of charging and settlement

1. 甲方应向乙方支付服务费用，即 45,000 美元（150 美元/人/天 × 6 天 × 50 人），

实际按译员人数结算（即 150 元/人/天），但结算总人数不得少于 50 人/天，详细

见

附件 1:

1. Party A shall pay the charges for services (i.e. USD 45,000) (USD 150/person/day x 6 days x 50 persons) to Party B. The settlement shall be performed according to the number of interpreters based on the actual conditions (i.e. USD 150/person/day). However, the total number of persons subject to settlement shall not be less than 50 persons/day. Refer to Attachment 1 for the details.
2. 时间计算: 口译人员每天正常服务时间为 8 小时, 超过正常服务时间, 按小时平均服务费 1.5 倍计算。
2. Service hours: the interpreters shall normally work for 8 hours per day. The extra work beyond the normal working hours shall be paid at 1.5 times the average hourly rate.
3. 付款方式: 汇款
甲方应在 2019 年 8 月 31 日前预付合同总额的 50%, 即 22,500 美元整, 余款据实结算并待会议结束后 15 个工作日内一次性付清。
3. Payment Term: T/T
Party A shall prepay 50% of the total contract amount on or before August 31, 2019, i.e. USD 22,500 only. The balance shall be settled according to the actual conditions and paid in one lump sum within 15 working days after the meeting.
4. 乙方在本合同生效后开具正式服务业发票给甲方。
4. Party B shall issue a formal service invoice to Party A upon the effectiveness of this Agreement.
5. 乙方开户银行名称、地址和账号为:
5. Bank name, address and account of Party B are as follows:
Payment Method/付款方式: T/T (Telegraphic Transfer)
Name of Bank/开户银行: Bank of Communications Shanghai Branch in Lujiazu

Account Name/账户名称: Lan-bridge Shanghai

Account Number/开户账号: 310066771018170218278

SWIFT CODE: COMMNSHS

G28/F World Plaza, No.855 Pudong South Road, Shanghai, China

6. 如果甲方在双方约定的时间内没有向乙方足额支付价款，每迟延一天，甲方应当向乙方支付欠款总额 0.05% 的滞纳金。
6. If Party A fails to pay the full amount to Party B within the time agreed by both parties, Party A shall pay a late payment penalty of 0.05% of the total amount owed to Party B for each day of delay.

第四条 其他：

Article 4 Miscellaneous

1. 甲、乙双方在合作期间，双方若无违反合同行为，任何一方不得无故终止合同。在合同有效期内，甲方不得将第一条中规定的口译业务委托给其他翻译公司，否则须以全额翻译费用的 50% 补偿乙方。在合同有效期内，乙方若无故拒绝为甲方提供第一条中规定的口译服务，应以全额翻译费用的 50% 赔偿给甲方。
1. Neither party may unreasonably terminate this Agreement during the cooperation, if no party has any act in violation of this Agreement during such cooperation. During the valid term hereof, Party A may not entrust the interpretation task as set out in Article 1 hereof to any other translation company, otherwise, Party A shall compensate Party B for an amount equivalent to 50% of the total interpretation fee. During the valid term hereof, if Party B unreasonably refuses to provide Party A with the interpretation service under Article 1 hereof, Party B shall compensate Party A for an amount equivalent to 50% of the total interpretation fee plus return the advance payment made by Party A.
2. 乙方翻译人员如在翻译现场因个人原因（健康或能力不足）导致会议翻译工作无法正常进行，乙方需立即提供合适的替补译员以确保活动正常进行（因证件失效等不可抗力因素除外）。若乙方无法为甲方提供翻译译员，或因临时替补译员期间未完成服务的时间，乙方按照单价据实退还服务费用。
2. Where conference interpretation work can not proceed normally due to any personal reasons of any interpreters of Party B on the site of interpretation (health problems or lack of capability), Party B shall immediately provide qualified substitutes in order to ensure normal process of the event (except for force

（英汉）（中英）（中法）（中德）（中日）（中韩）（中印）（中葡）（中俄）（中泰）（中阿）（中越）（中蒙）（中土）（中非）（中尼）（中柬）（中柬）（中柬）

majeure factors such as invalidation of certificate). If Party B is unable to provide an interpreter for Party A or fails to complete the service time during the service period of temporary substitute, Party B shall refund the service fee according to the unit price.

3. 因履行本协议发生的纠纷，双方因协商解决，协商不成，任何一方有权将争议提交乙方所在地人民法院。
3. The parties shall resolve any and all disputes arising in performing this Agreement via friendly negotiation, failing which, either party may refer such disputes to the People's Court at the place where Party B is located.
4. 合同未尽事宜，甲乙双方应本着互谅、互让的原则协商解决。
4. Any and all matters uncovered hereunder shall be resolved via negotiation between the parties on the basis of mutual understanding and mutual accommodation.
5. 本合同一式两份，双方各执一份，自双方签字盖章之日起生效。
5. This Agreement is made in duplicate, one for each party hereto, which shall become effective when duly signed and sealed by both parties.

甲方：CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS （盖章）

授权代表人：

日期：

Party A: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Authorized representative: PAULINA SU CO-JUAN
Executive Director

Date:

Malerna C. Buyao
MALERNA C. BUYAO
OIC, Controllorship Div.
Witness

乙方：语言桥（上海）信息有限公司 （盖章）

授权代表人：

日期：2019.8.13

Party B: Lan-bridge (Shanghai) Information Technology Co., Ltd.

Authorized representative: *Cullen zhou*.

Date: 13th Aug. 2019

附件 1

Attachment 1



Lan-bridge (Shanghai) Information Technology Co., Ltd.

G 34 World Plaza, No.855 Pudong South Road, Shanghai, 200120, China

QUOTE

TO: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

P/Q NO: LB2018081301

ATTN: Janene Phyllis S. Rionas

P/O NO: N/A

ADD: Golden Shell Pavilion, Roxas Blvd. corner Gen. Gil Puyat
Pasay City, Metro Manila 1300 Philippines

ISSUER: Cullen Zhou

No.	Description	Language	Start Date	Finish Date	QTY	UNIT	RATE (USD)	AMOUNT (USD)
1	Invitation interpreters	CN-EN	2019/11/5	2019/11/10	50	per day/per person	150	45,000
TOTAL (USD)								\$45,000.00

Notes

Payment Method: T/T (Telegraphic Transfer)

Name of Bank: Bank of Communications Shanghai Branch in Lujiazui

Account Name: Lan-bridge (Shanghai) Information Technology Co., Ltd.

Account Number: 3100006771018170216278

SWIFT Code: COMMCHSHSH

CAF Form No. 1908/174

Date: August 15, 2019

CERTIFICATE AS TO AVAILABILITY OF FUNDS

This is to certify that the Center for International Trade Expositions and Missions (CITEM) has available funds in the amount of **FORTY-FIVE THOUSAND US DOLLARS OR TWO MILLION THREE HUNDRED TWENTY-EIGHT THOUSAND SEVEN HUNDRED FIFTY PESOS (USD45,000.00/PHP2,328,750.00)** for the payment to **LAN-BRIDGE (SHANGHAI) INFORMATION TECHNOLOGY CO., LTD** for the **HIRING OF 50 INTERPRETERS (CHINESE-ENGLISH) FOR CIIE 2019.**

This certification is being issued for whatever legal purpose it may serve.

Malerna C. Buyao
MALERNA C. BUYAO
OIC, Controllership Division

Reference:

Contract # 0190458

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