

P.1

JOB ORDER

CITEM STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
 1900 Pasay City, Metro Manila, Philippines
 (632) 831-2201 to 09 ext. 216 + (632) 631-1368 832-3985
 info@citem.com.ph www.citem.com.ph



JO Number:
2025-0091
PR No.:
2025-0091

TD Date:
2/04/2025
PR Date:
1/31/2025

PAGE
1

CONTRACTOR/SUPPLIER **EN CLAIR, INC.**
 ADDRESS **Choyoda-ku, Tokyo 100-0004, Japan**
 MODE OF PROCUREMENT **Overseas Procurement**

DELIVERY TERM
 PAYMENT TERM
 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 PROFESSIONAL JAPANESE INTERPRETERS / STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATION IN FOODEX JAPAN 2025	1	lcl	PHP564,960.00

Scope of Work:

The six (6) (min.) professional Japanese interpreters/stand assistants of the 90 sqm Philippine pavilion (E4-U21) shall:

1. Study and familiarize in advance the information of the 15 companies and their products before the period of engagement.
2. Be physically present at the Tokyo Big Sight (Tokyo International Exhibition Center) from 11-14 March 2025, 9:30 AM-5:00 PM (lunchbreak included).
3. Engage visitors/buyers in conversation, answer queries about the products or companies, ask qualifying questions to generate inquiries and sales leads, and endorse them to the company representative/s.
4. Consecutive interpretation of English-Nihongo and vice versa for the inquiries and meetings of CITEM and the participating companies.

TOTAL AMOUNT IN WORDS *Five hundred sixty-four thousand nine hundred sixty PESOS.*

Php **564,960.00**

This order is placed subject to the following terms and conditions.

The delivery must be made only during office hours in 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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY. In case the contractor/supplier does not deliver within the due date, she 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 Purchase Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 Department Manager, CSD

BUR No. **FOODEX - 25020208**

DATE **02/12/25**

AMOUNT **Php 564,960.00**

Recommended by:

[Signature]
ROWENA G. MENDOZA
 Department Manager, CBD

CONFORME:

[Signature]
 Name & Signature of Contractor/Supplier
EN CLAIR INC.
 Date **17/12 February 2025**

[Signature]
 Fun...
MALERNA C. BUYAO
 Chief Controllership

Approved by:

[Signature]
LEAH PULIDO OCAMPO
 Executive Director

P.1

 CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines (632) 831-3201 to 09 ext. 218 • (632) 831-366 832-3965 info@citem.com.ph • www.citem.com.ph		JO Number: 2025-0091	JO Date: 2/04/2025	PAGE 1
		PR No: 2025-0091	PR Date: 1/31/2025	

CONTRACTOR/SUPPLIER EN CLAIR, INC.	DELIVERY TERM
ADDRESS Choyoda-ku, Tokyo 100-0004, Japan	PAYMENT TERM
MODE OF PROCUREMENT Overseas Procurement	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
5. Collect/assist in the daily collection of the CITEM required forms and business cards to be endorsed to CITEM personnel and, if necessary assist in the encoding of relevant sale/inquiry/contact details.			
6. Man and maintain the orderliness of the pavilion.			
7. Submit a post-event report with services rendered, insights, and recommendations (can submit one report for all the interpreter/assistants)			

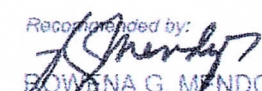
Payment Terms:
Full Payment upon project completion and submission of report on services rendered and recommendation.


TOTAL AMOUNT IN WORDS: **FIVE HUNDRED SIXTY-FOUR THOUSAND NINE HUNDRED SIXTY PESOS** Php 564,960.00


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Very truly yours,
ATTY. ANNA GRACE I. MARPURI
 Department Manager, CBD

BUR No: **FOODS-2CO 20208**
 DATE: **02/12/25**
 AMOUNT: **Php 564,960.00**

Recommended by:

ROWENA G. MENDOZA
 Department Manager, CBD

Approved by:

LEAH PULIDO OCAMPO
 Executive Director

CONFORME:

 Name & Signature of Contractor/Supplier
EN CLAIR INC.
 Date: **17th February 2025**

Funds Available:

MALERNA C. BUYAO
 Chief Controllorship