

JOB ORDER

CITEM.STR.FR.006

 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) 831-2201 to 09 ext. 218 📠 (632) 831-1368, 832-3965 ✉ info@citem.com.ph 🌐 www.citem.com.ph		JO Number: 2024-0353	JO Date: 8/28/2024	PAGE 1
		PR No.: 2024-0353	PR Date: 8/14/2024	

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
PROFESSIONAL JAPANESE INTERPRETER FOR THE PHILIPPINE PARTICIPATION IN TOKYO INTERNATIONAL GIFT SHOW 2024	2 pax		PHP193,000.50 or JPY495,000.00

Dates Needed: 04-06 September 2024

Time Needed: 9:30AM-6:00PM (with 1hr lunch break and at least three 10-min break a day)

SCOPE OF CONTRACT:

- Consecutive interpretation of English-Nihongo and Nihongo-English for booth trade inquiries and B2B meetings of CITEM and participating companies.
- Interpreter service must be in a by-demand basis and must be available at all times at the Philippine Pavilion.
- Interpreters must be professionally dressed in business attire and are always presentable and pleasant.
- Should there be any areas that are unclear and need decision making, CITEM's decision should be followed.
- Meals, transportation, and incidentals are part of the contract.
- Overtime charges are not included.

JPY495,000.00

TOTAL AMOUNT IN WORDS: ONE HUNDRED NINETY THREE THOUSAND & 50/100	Php 193,000.50
--	----------------

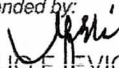
This order is placed subject to the following terms and conditions:

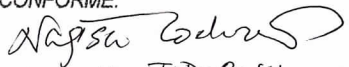
The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the **PENALTY** of 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, 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 Purchase Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE I. MARPUR
 Acting Dept. Manager, CSD


BUR No. 7145-24090941
 DATE Sept. 4, 2024
 AMOUNT ₱193,000.50 / JPY 495,000.00

Recommended by:

MARJO F. EVIO
 Acting Dept. Manager, SBD

CONFORME:

NA LISA ToDoroKi
 Name & Signature of Contractor/Supplier
EN CLAIR Inc.

Funds Available

MALERNA C. BUCAYO
 Chief Controllership

Approved by:

LEAH PULIDO OCAMPO
 Executive Director

Date 19th September, 2024

