

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:	JO Date:	PAGE
		2023-0235	10/27/2023	
		PR No.:	PR Date:	
		2023-0486	10/18/2023	

CONTRACTOR/SUPPLIER BEIJING CHINESE-FOREIGN TRANSLATION & INFORMATION SERVICE CO., LTD. ADDRESS 7/F International Communications Bldg., Blk A No. 19, Chegongzhuang West Road, Haidian District, Beijing, China MODE OF PROCUREMENT Overseas Procurement	DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY
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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
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ONSITE INTERPRETERS / STAND ASSISTANTS FOR CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2023 Scope of Work	9 pax		US\$4,428.00 or Php251,603.38
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1. Learn and review in advance the information of companies and their products before the period of engagement.
2. Must be able to physically report in the NECC in Shanghai, China from 05 - 10 November 2023, 8:00 am - 6:00pm.
3. Must wear smart casual to business attire during the period of engagement.
4. Must ensure flawless interpretation service during the period of engagement.
5. List down the names, contact details, products of interests of buyers, and if applicable, estimated valuation of the booked or negotiated sales of the exhibitor/s assisted based on the format to be provided by CITEM.
6. Make summary report on all buyers and exhibitors assisted at the end of each day.

The Contracted Price for this requirement is **Php251,603.38** or **US\$4,428.00**

TOTAL AMOUNT IN WORDS: FOUR THOUSAND FOUR HUNDRED TWENTY EIGHT US DOLLARS OR TWO HUNDRED FIFTY ONE THOUSAND SIX HUNDRED THREE PESOS AND 38/100 CENTAVOS	Php 251,603.38 or US\$4,428.00
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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 Job Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE J. MARPURI
 OIC-DM, CS Department

CONFORME



BUR No. CIIE - 23101275


DATE Oct. 31, 2023

AMOUNT **Php251,603.38** or **US\$4,428.00**

Funds Available:


MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:


ROWENA D. MENDOZA
 OIC-DM, OG 2

Approved by:


MA. LOURDES D. MEDIRAN
 Deputy Executive Director