

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
		2021-0102	09/23/2021	
		PR No.:	PR Date:	
		2021-0229	09/16/2021	

CONTRACTOR/SUPPLIER <u>PASIA CO, LTD</u> ADDRESS <u>301 SK Yoyogi Bldg 1-3-5, Vehara Shibuya-ku</u> <u>Tokyo, Japan</u> MODE OF PROCUREMENT <u>OVERSEAS PROCUREMENT</u>	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
HIRING OF JAPANESE CONSECUTIVE INTERPRETERS FOR IFEX ONLINE BUSINESS MATCHING ACTIVITIES(2 pax) Duration: 23 to 25 September 2021, 9AM-3PM (Philippine Time) Scope Of Work: 1. Must be able to do consecutive interpretations from Japanese to English and English to Japanese between buyer and exhibitor during an online B2B matchmaking session; 2. Must be able to render interpretation services at all times during the period of engagement; 3. Must ensure flawless interpretation service during the period of engagement; 4. Interpreters must be willing to learn in advance the information of companies and their products before the period of engagement; 5. Interpreters must have experience on how to use video conferencing software; 6. Must be able to list down the names, contact details, products of interest of the buyers, and company names of exhibitors assisted; and, 7. Make a summary report on all buyers and exhibitors assisted at the end of each day.			Php121,017.60

TOTAL AMOUNT IN WORDS:	TWO HUNDRED SIXTY-FOUR THOUSAND JAPANESE YEN OR ONE HUNDRED TWENTY-ONE THOUSAND SEVENTEEN AND 60/100 PESOS	Php 121,017.60
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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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 I. MARPURI
OIC-DM, Corporate Services Dept.

CONFORME:


 Name & Signature of Contractor/Supplier
Naoko Ichikawa
 Date

BUR No. IFEX-21100718

DATE Oct 01, 2021

AMOUNT Php121,017.60

Recommended by


 ROWENA D. MENDOZA
 OIC-Operations Group 2

Approved by


 MA. LOURDES D. MEDIRAN
 Deputy Executive Director

Funds Available:

 MALERNA C. BUYAO
 Chief, Controllershhip Division