



**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
2021-0138	06/01/2022	
PR No.:	PR Date:	
2021-0318	12/09/2021	

CONTRACTOR/SUPPLIER <u>ELITE WORLDGROUP SERVICES INC.</u>	DELIVERY TERM .....
ADDRESS <u>11th Floor, Cyberone Bldg., Eastwood Cyberpark, Libis, Quezon City</u>	PAYMENT TERM .....
MODE OF PROCUREMENT <u>Small Value Procurement</u>	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
<p><b>HIRING OF INTERPRETATION SERVICES FOR FAME+ BUYER CAMPAIGN</b></p> <p><b>SCOPE OF WORK</b></p> <p>Provide interpreters (on call) during online B2B meeting for any, but not limited to, of the following languages with maximum total consecutive interpretation services of 150 hours:</p> <p>A. Japanese - Php3,750.00                      B. Chinese - Php3,000.00                      C. Arabic - Php4,000.00                      D. Russian - Php4,500.00                      E. French - Php4,500.00                      F. Korean - Php3,750.00                      G. Spanish - Php4,500.00</p> <p><b>TIMELINE</b></p> <p>The period of engagement shall commence from the Notice of Award and will be in effect until 31 December 2022, or until the word count and interpretation services balance indicated in the scope of work is fully consumed by CITEM, whichever comes first.</p> <p><b>BUDGET AND PAYMENT TERMS</b></p> <p>The total contracted price for this requirement is not to exceed Php600,000.00 inclusive of all applicable taxes to be sourced from Manila FAME 2022 Funds. This shall be paid based on actual consumption in several tranches within 30 days upon submission of billing/statement of account every three months until the required interpretation hours are consumed or until the end of contract on 31 December 2022, whichever comes first.</p>			not tho exceed Php600,000.00

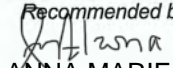
TOTAL AMOUNT IN WORDS:	not to exceed Six Hundred Thousand Pesos	Php 600,000.00
------------------------	--	----------------

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

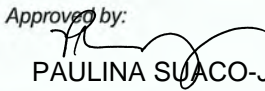
The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or 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, CS Department  
 CONFORME:  
  
 James Tolentino  
 Name & Signature of Contractor/Supplier  
 7/4/2022  
 Date

BUR No. MFO-22060415  
 DATE 06/08/2022  
 AMOUNT Php600,000.00

Recommended by:  
  
 ANNA MARIE D. ALZONA  
 Chief, OTF Division, OG 1

Funds Available:  
  
 MALERNA C. BUYAO  
 Chief Controllership Division

Approved by:  
  
 PAULINA SUACO-JUAN  
 Executive Director