



# JOB ORDER

CITEM STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> 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
		2023-0143	09/13/2023	
		PR No.:	PR Date:	
		2023-0344	09/04/2023	
CONTRACTOR/SUPPLIER <b>Nanning Melyllan Translation Co, Ltd</b> ADDRESS : 15/F, Jinfengcheng Building, No. 5015, East Shennan Ave., Luohu District, Shenzhen, China MODE OF PROCUREMENT <b>OVERSEAS PROCUREMENT</b>	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
<b>HIRING OF CHINESE INTERPRETERS FOR THE PHILIPPINE PARTICIPATION IN CAEXPO 2023</b>				Php307,465.20 or US\$5,400.00
<b>SCOPE OF WORK</b> A. The assigned consecutive interpreters of the interpretation company should report to the CITEM Project Officers in the duration of the contract.				
1. Interpreters shall assist Tuguegarao City, PEZA and CITEM staff in official business meetings 2. Interpreters shall assist other Philippine delegates in official business negotiations.				
<b>REQUIREMENT AND DURATION OF WORK:</b> Regular Interpreters:  Total: Five (5) Regular Interpreters 16-19 September 2023 (4 days, (8hrs/day))				
*Breakdown 1. Tuguegarao City - 2 interpreters 2. PEZA - 2 interpreters 3. CITEM - 1 interpreter				
<b>MODE OF PAYMENT</b> 100% payment upon conclusion of event (by wire transfer)				
<b>TOTAL AMOUNT IN WORDS:</b> Three Hundred Seven Thousand Four Hundred Sixty Five Pesos and 20/100 Centavos				Php 307,465.20
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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,  <b>ATTY. ANNA GRACE I. MARPURI</b> OIC-DM, CS Department  CONFORME: Refer Name & Signature of Contractor/Supplier Sept. 16, 2023	BUR No. T-CITEM-PR-2023-0344 DATE 09/15/2023 AMOUNT Php307,465.20  Funds Available MALERNA C. BOYAO Chief, Controllership Division	Recommended by: ROWENA D. MENDOZA OIC-DM, OG 2  Approved by: MA. LOURDES D. MEDIRAN Deputy Executive Director		