

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: 2021-0061	JO Date: 06/22/2021	PAGE
		PR No.: 2021-0127	PR Date: 06/10/2021	

CONTRACTOR/SUPPLIER PASIA CO., LTD. ADDRESS 301 SK Yoyogi Bldg. 1-3-5, Vehara Shibuya-ku, Tokyo, Japan 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
HIRING OF INTERPRETATION SERVICE (10 INTERPRETERS) FOR THE TOKYO, JAPAN BUSINESS-TO-BUSINESS (JP B2B) MATCHMAKING ACTIVITIES ON 23 June 2021, 12:30 PM - 5:00 PM JST. (4.5 HOURS) DELIVERABLES 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 via Zoom; 2. Must be able to render interpretation services to the identified Zoom account at all times during the period of engagement; 3. Has a pool of interpreters to be able to replace assigned interpreters who cannot report for work at any given time during the period of engagement; 4. Must ensure flawless interpretation service during the period of engagement; 5. Interpreters must be willing to learn in advance the information of companies and their products before the period of engagement; 6. Interpreters must have experience on how to use video conferencing software; 7. Must conduct pre-training to interpreters on negotiation rules and procedures; 8. Must be able to list down the names, contact details, products of interest of the buyers, and company names of exhibitors assisted; 9. Make a summary report on all buyers and exhibitors assisted at the end of each day; and 10. Must have a pool of ten (10) interpreters to service the ten (10) breakout rooms of the identified Zoom account at all times.			PHP 150,426.88 OR TOTAL OF JPY346,500.00

TOTAL AMOUNT IN WORDS:	ONE HUNDRED FIFTY THOUSAND FOUR HUNDRED TWENTY-SIX PESOS AND EIGHTY-EIGHT CENTAVOS OR THREE HUNDRED FORTY SIX THOUSAND FIVE HUNDRED JAPANESE YEN	Php 150,426.88 or JPY346,500.00
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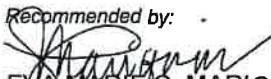
This order is placed subject to the following terms and conditions:

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,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. **IFEX-21070460**
 DATE **07/07/2021**
 AMOUNT **Php150,426.88 OR JPY346,500.00**

Recommended by:

EVA MARIE C. MARIQUINA
 OIC-DC, OTF Division

CONFORME:

 Name & Signature of Contractor/Supplier
NAOKO (CHIKAWA) / PASIA CO., Ltd
 Date

Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

ROWENA D. MENDOZA
 OIC-Operations Group 2