

# 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: <b>2021-0103</b>	JO Date: <b>09/23/2021</b>	PAGE
PR No.: <b>2021-0229</b>	PR Date: <b>09/16/2021</b>	

CONTRACTOR/SUPPLIER <b>SHIGEYUKI KAWASAKI</b>	DELIVERY TERM
ADDRESS <b>2-16-1-201 Naka-cho, Musashino City, Tokyo, Japan</b>	PAYMENT TERM
MODE OF PROCUREMENT <b>OVERSEAS PROCUREMENT</b>	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
-------------	----------	------------	--------

HIRING OF JAPANESE CONSECUTIVE INTERPRETERS FOR IFEX ONLINE BUSINESS MATCHING ACTIVITIES (1 pax)			Php55,008.00
--	--	--	--------------

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.

TOTAL AMOUNT IN WORDS: <b>FIFTY FIVE THOUSAND EIGHT PESOS</b>	Php <b>55,008.00</b>
---	----------------------

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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  
 Date

BUR No. **IFEX-21100717**  
 DATE **Oct 01, 2021**  
 AMOUNT **Php55,008.00**  
 Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:  
  
**ROWENA D. MENDOZA**  
 OIC-Operations Group 2  
 Approved by:  
  
**MA. LOURDES D. MEDIRAN**  
 Deputy Executive Director