

## **TERMS OF REFERENCE PROFESSIONAL INTERPRETATION**

### **I. PROJECT: OFFICIAL WORKING VISIT TO JAPAN OF HON. SECRETARY BERNADETTE ROMULO-PUYAT**

Professional Interpreters  
(English-Japanese and Japanese-English Translation and Interpretation Services)

### **II. PURPOSE/OBJECTIVES:**

Professional interpreters from English-Japanese and Japanese-English during various meetings and conferences arranged for Tourism Secretary Bernadette Romulo-Puyat.

The need for a professional interpreter is to ensure the success of all the meetings.

### **III. SCOPE OF WORK DELIVERABLES**

The Service Providers will undertake the following tasks:

- Provide interpretation services for the Department of Tourism Secretary during meetings and conferences, using clear and accurate or efficient interpretation service from English-Japanese and Japanese-English.
- The interpreter will provide consecutive interpretation during discussions.
- Consult with the Department of Tourism Tokyo Office and request for advance information of topics to be discussed.
- Ability to cope with pressure, high sense of professionalism.
- The interpreter will be assigned the interpretation service after the Department of Tourism Tokyo Office agree on the quotation provided by the interpreter.
- Schedule of engagement below:
  - Day 1: March 14, 2022 - (4 hours)
    - 16:00 – 17:00 Meeting (Class B interpreter)
    - 17:00 – 19:00 Presentation (Class B interpreter)

Day 2: March 15, 2022 (2 - 4 hours)

- 10:00 – 11:00 Meeting (Class C interpreter)

Day 2: March 15, 2022 (4 hours)

- 16:00 – 17:00 Meeting (Class B interpreter)
- 17:00 – 19:00 Meet and Greet (Class B interpreter)

Day 3: March 16, 2022 ( 4 hours)

- 10:00 – 11:00 Meeting/Call (Class B interpreter)

**IV. BUDGET:**

The budgetary requirement for the service of the interpreter is JPY225,500 inclusive of tax.

**V. SUBMISISON OF PROPOSAL:**

March 11, 2022

**VI. PAYMENT PROCEDURE:**

Billing upon successful execution and completion of the project.