

MEMORANDUM
on
FURNISHING EXPERTS
between
NIPPON KOEI CO., LTD.
and
PHILKOEI INTERNATIONAL INC.

In accordance with the Master Agreement for Provision of Experts for Consulting and Engineering Services, made on the 1st day of April 2022 between NIPPON KOEI CO., LTD. (NK) and PHILKOEI INTERNATIONAL, INC. (PKII), we, the undersigned, representing the same parties of the Master Agreement, have hereby mutually agreed that PKII will provide the Expert to NK with the following particular provisions:

A Survey Assistant

Name : Mr. Alexis C. Tablazon

B. Prime Contract : Feasibility Study on Installation of Disaster Information Platform for the City of Davao, Republic of the Philippines

Project Name : Feasibility Study on Installation of Disaster Information Platform for the City of Davao, Republic of the Philippines

Client Name : METI

Contract Date : 18th day of July 2023

C. Assignment

Position : Survey Assistant, Mr. Alexis C. Tablazon

Scope of Work : The following are the specific tasks:

- ✓ To assist with the overall works of Japanese expert
- ✓ To assist in the information collection of the existing hydrometeorological data, the status of cooperation with disaster-related organizations, and organizational management system for disaster information
- ✓ To assist in the planning of the disaster information platform
- ✓ To join the site survey
- ✓ To assist in making appointments with related agencies

Assignment Period : July 31, 2023 – November 30, 2023 (1.8 MM in total)
1.47 MM from July to September
0.33 MM in November

D. Facilities



- 1) Personal computers with Microsoft Office software required for the service shall be prepared by PKII.

E. Cost Estimate

- 1) Remuneration : Survey Assistants
 : PHP 210,000.00 /month x (1.8 months) =
PHP 378,000.00

Total Remuneration : **PHP 378,000.00**
 12% VAT : PHP 45,360.00
TOTAL : **PHP 423,360.00**

- 2) Reimbursable Cost : During official trips outside of Metro Manila
 1) Per Diem - PHP 1,500/day
 PHP 1,500/day x (24 days) =
PHP 36,000.00

2) Hotel Accommodation - PHP 4,000/day
 PHP 3,500/day x (22 days) =
PHP 77,000.00


3) Car Rental during fieldwork

Total Reimbursable Cost : PHP 36,000.00 + PHP 77,000.00 =
PHP 113,000.00
 12% VAT : PHP 13,560.00
TOTAL : **PHP 126,560.00**

- 3). Other Expenses : Actual expenses excluded in the remuneration and travel allowance shall be reimbursed by METI Study Team, based on the original pieces of evidence submitted. These include the insurance, safety gears & harness rental and taxi fare (res. to airport & vice versa).

- 4) Air Fare : Air fare, including extra baggage, will be paid directly to Airline Co./Travel Agency by the METI Study Team.

F. Payment Terms



1) PKII shall submit an itemized invoice for services performed by the Expert on a monthly basis. The itemized invoice shall comprise the remuneration and the direct cost stipulated in Cost Estimate.

2) The above invoices shall be submitted to NK with the following particulars:

Address : Team Leader of the Project
Mr. Yuichiro OTSUKA
Project Code : JA23I0090

3) The payment shall be made in Philippine Peso by way of telegraphic transfer to the account mentioned below within one (1) month from the date of the receipt of PKII's invoice. PKII shall confirm in advance the reliability of transferring to this account.

Bank Name : Mizuho Bank, Ltd.
Branch Name : Manila Branch
Account Name : Philkoei International, Inc.
Account Number : H10-767-105551
Bank Address : 25th Floor, The Zuellig Building, Makati Avenue
corner Paseo de Roxas, Makati City, Philippines, 1225
SWIFT Code : MHCBPHMM

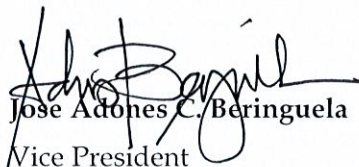
4) Remittance charge shall be deducted from the amount of each payment.

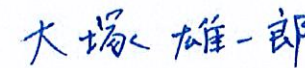
All terms and conditions of the Master Agreement shall remain in full force except as agreed herein.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum in duplicate to be signed as of 1st April 2022.

PHILKOEI INTERNATIONAL, INC.

NIPPON KOEI CO., LTD.


Jose Adones C. Beringuela
Vice President
Domestic Consulting Group


Yuichiro OTSUKA
Team Leader of the Project
ICT Engineering Department