

# 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:  
2020-0109

JO Date:  
12/03/2020

PAGE

PR No.:  
2020-0326

PR Date:  
11/17/2020

CONTRACTOR/SUPPLIER LEXCODE, INC  
 ADDRESS 12th Floor, 6750 Bldg., Ayala Avenue,  
Makati City  
 MODE OF PROCUREMENT SMALL VALUE PROCUREMENT

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 ENGLISH-CHINESE TRANSLATION SERVICE COMPANY FOR VARIOUS COLLATERALS FOR CAEXPO 2020</b>  <b>Timeline</b> The period of engagement shall commence from the date of award and will be in effect until 26 February 2021 or until the word balance is fully consumed by CITEM, whichever comes first.  <b>Scope of Work:</b> 1. Translation (English-Business/Technical Chinese) of all kinds of print and online; with a maximum total word count of 40,000. 2. Undertakes necessary edits or revisions to the translated contents as deemed necessary by the Project Team. 3. Assign specific personnel to attend to all CITEM related concerns. 4. Submit a Certificate of True Translation for every material or documents being translated.  <b>Terms of Payment and Budget:</b> The awarded amount for this requirement is Php240,000.00 inclusive of all applicable taxes  This shall be paid based on actual consumption priced at Php10 per word or lower based on the bid of the winner, to be paid in several tranche upon submission of billing every month and until the word count of 40,000 words is consumed or until the end of contract on 26 February 2021, whichever comes first.			Php240,000.00

TOTAL AMOUNT IN WORDS: **Two Hundred Forty Thousand Pesos**      **Php 240,000.00**

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 Div.

BUR No. CAEXPO-20120911  
 DATE 01/23/2021  
 AMOUNT Php240,000.00

Recommended by:  
  
 ROWENA D. MENDOZA  
 OIC-DM, Operations Group 2

CONFORME:  
  
 Name & Signature of Contractor/Supplier

MALERNA C. BUYAO  
 Chief, Controllership  
 Division

Approved by:  
  
 MA. LOURDES D. MEDIRAN  
 Deputy Executive Director

Date