



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: 2021-0053	JO Date: 06/15/2021	PAGE
PR No.: 2021-0087	PR Date: 04/19/2021	

CONTRACTOR/SUPPLIER **LEXCODE INC.**
 ADDRESS **12th Floor, 6750 Bldg., Ayala Ave., Makati City, Philippines, 1226**
 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
HIRING OF TRANSLATION AND LANGUAGE SERVICES FOR MANILA FAME / FAME+ BUYER CAMPAIGN SCOPE OF WORK Translation Services a. Translate content from any of the priority languages of FAME+ with a maximum total word count of 35,000. The priority languages are as follows: A. Japanese B. Chinese C. French D. Russian E. Korean F. Bahasa G. Thai H. German I. Italian J. Spanish K. Arabic b. Formatting and Editing – undertake necessary edits or revisions to the translated contents, as deemed necessary by the project team. c. Account Management – assign a specific personnel/project manager who shall be the point person to attend all CITEM-related content/concerns. d. Certification – submit a Certificate of True Translation for every material or document being translated TIMELINE The period of engagement shall commence from the Notice of Award and Job Order. This will be in effect until 31 December 2021, or until the word count balance indicated in the scope of work is fully consumed by CITEM, whichever comes first.			Php252,000.00

TOTAL AMOUNT IN WORDS: _____ **Php**

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

MARGARET LIM
 Localization Unit Lead
 Name & Signature of Contractor/Supplier
 July 27, 2021
 Date

BUR No. **MFO-21060403**
 DATE **06/16/2021**
 AMOUNT **Php252,000.00**

 Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group

 Approved by:

PAULINA SUACO-JUAN
 Executive Director

JOB ORDER

CITEM.STR.FR.006



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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>HIRING OF TRANSLATION AND LANGUAGE SERVICES FOR MANILA FAME / FAME+ BUYER CAMPAIGN</p> <p>BUDGET AND PAYMENT TERMS</p> <p>Total contracted amount is PhP 252,000.00 (inclusive of all applicable taxes), to be sourced from Manila FAM/ FAME+ 2021 Funds.</p> <p>This shall be paid based on actual consumption in several tranches within 30 days upon submission of billing/statement of account every three months until the required word count is consumed or until the end of contract on 31 December 2021, whichever comes first.</p>			

TOTAL AMOUNT IN WORDS: **Two Hundred Fifty Two Thousand Pesos** **Php 252,000.00**

This order is placed subject to the following terms and conditions:

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Very truly yours,

Jaime Antonio S. Sandoval
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

Margaret Lim
MARGARET LIM
 Localization Unit Lead
 Name & Signature of Contractor/Supplier
 July 27, 2021
 Date

BUR No. **MFO-21060403**

DATE **06/16/2021**

AMOUNT **Php252,000.00**

Funds Available
Malerna C. Buyao
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

Anna Grace I. Marpur
ATTY. ANNA GRACE I. MARPUR
 OIC-DM, Operations Group 1

Approved by:

Paulina Suaco-Juan
PAULINA SUACO-JUAN
 Executive Director