

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
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JO Number: 2021-0060	JO Date: 06/24/2021	PAGE
PR No.: 2021-0125	PR Date: 05/07/2021	

CONTRACTOR/SUPPLIER LEXCODE, INC.
 ADDRESS UB 111 Paseo de Roxas Building, Brgy. San Lorenzo, 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
HIRING OF TRANSLATION AND LANGUAGE SERVICES FOR IFEX NXTFOOD ASIA AND IFEX DTCP BUYER CAMPAIGN SCOPE OF WORK Translation Services a. Translate content from any of the priority languages of IFEX NxtFood Asia and IFEX DTCP with a maximum total word count of 30,000. The priority languages are as follows: A. Japanese B. Chinese C. French D. Russian E. Korean F. Turkish 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 May 2022, or until the word count balance indicated in the scope of work is fully consumed by CITEM, whichever comes first. Delivery of Translated Materials – must be at least 3 to 5 days upon receipt of the materials to be translated. BUDGET Total contracted amount for this requirement is PhP 200,000.00 (inclusive of all applicable taxes), to be sourced from IFEX NxtFood Asia Buyer Services/Campaign Funds. 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 May 2022, whichever comes first.			Php200,000.00

TOTAL AMOUNT IN WORDS: **Two Hundred Thousand Pesos** **Php 200,000.00**

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 Division

BUR No. IFEX-21070451
 DATE 07/02/2021
 AMOUNT Php200,000.00

Recommended by:

 EVA MARIE C. MARIQUINA
 OIC-DC, OTF Division

CONFORME:

 Margaret Lim / Lexcode Inc.
 Name & Signature of Contractor/Supplier
 July 7, 2021
 Date

Funds Available

 MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

 ROWENA D. MENDOZA
 OIC-Operations Group 2