



**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:	JO Date:	PAGE
<b>2024-0039</b>	<b>03/13/2024</b>	
PR No.:	PR Date:	
<b>2024-0052</b>	<b>01/23/2024</b>	

**CONTRACTOR/SUPPLIER LEXCODE INC.**  
 ADDRESS 12F Ayala Ave. Bldg., Ayala Ave., 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															
<b>HIRING OF TRANSLATION SERVICE PROVIDER FOR IFEX PHILIPPINES AND IFEX CONNECT</b>			<b>Php184,800.00</b>															
<p><b>SCOPE OF WORK:</b>                      Translation Services</p> <p>a. Translate marketing and promotions content of IFEX Philippines and IFEX Connect to any of the priority languages identified below with a maximum total word count of <b>30,000</b>:</p> <ul style="list-style-type: none"> <li>A. Japanese</li> <li>B. Chinese (Simplified)</li> <li>C. Korean</li> </ul> <p>b. <b>Content types</b> - Marketing and promotions content for translation may be in the form of a Press Release, Feature Article, Company Profile, Electronic Direct Mail (EDMs), E-Newsletter, Brochure and Social Media Post</p> <p>c. <b>Formatting and Editing</b> - undertake necessary edits or revisions to the translated contents, as deemed necessary by the project team.</p> <p>d. <b>Account Management</b> - assign a specific personnel/project manager who shall be the point person to attend all CITEM-related content/concerns.</p> <p>e. <b>Certification</b> - submit a Certificate of True Translation for every material or document being translated.</p> <p><b>TIMELINE</b> - The period of engagement shall commence from the NOA and Job Order. This will be in effect for 12 months from date of NOA and JO, or until the 30,000 word count (in English) is fully consumed by CITEM, whichever comes first.</p> <p><b>Delivery of Translated Materials</b> - must be at least 3 to 5 days upon receipt of the materials to be translated.</p> <p><b>BUDGET</b> :                      The contracted price of this requirement is Php184,800.00 (inclusive of all applicable taxes) to be sourced from IFEX 2024 budget. This shall be paid based on actual consumption in four tranches until the required word count of 30,000 is consumed or until the end of contract from date of NOA and JO, whichever comes first.</p> <table border="0"> <tr> <td>Payment Schedule</td> <td>Deliverable</td> <td>Payment</td> </tr> <tr> <td>1st Tranche</td> <td>7,500 words</td> <td>25% of Contract Price</td> </tr> <tr> <td>2nd Tranche</td> <td>7,500 words</td> <td>25% of Contract Price</td> </tr> <tr> <td>3rd Tranche</td> <td>7,500 words</td> <td>25% of Contract Price</td> </tr> <tr> <td>4th Tranche</td> <td>7,500 words</td> <td>25% of Contract Price</td> </tr> </table>				Payment Schedule	Deliverable	Payment	1st Tranche	7,500 words	25% of Contract Price	2nd Tranche	7,500 words	25% of Contract Price	3rd Tranche	7,500 words	25% of Contract Price	4th Tranche	7,500 words	25% of Contract Price
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**TOTAL AMOUNT IN WORDS One Hundred Eighty Four Thousand Eight Hundred Pesos** **Php184,800.00**

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,  
  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, CS Department  
 CONFORME  
  
 Jonalyn D. Romero  
 Name & Signature of Contractor/Supplier  
 Date

BUR No. **IFEX-24030304**  
 DATE **March 18, 2024**  
 AMOUNT **Php184,800.00**  
 Funds available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by  
  
**ROWENA D. MENDOZA**  
 OIC-DM, OG 2  
 Approved by  
  
**MA. LOURDES D. MEDIRAN**  
 Deputy Executive Director