

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner San. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 ☎ (032) 831-2201 to 09 ext. 216 📠 (032) 831-1368, 832-3965
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JO Number:
2019-0127

JO Date:
7-May-19

PAGE

PR No. &
2019-0161

PR Date:
1/22/2019

1 of 2

CONTRACTOR/SUPPLIER **ELITE WORLDGROUP SERVICES, INC.**

ADDRESS **11th Floor, Cyberone Building
 Eastwood Cyberpark, Libis, Quezon City**

DELIVERY TERM

PAYMENT TERM

30 days

PLACE OF DELIVERY

CITEM

MODE OF PROCUREMENT
Small Value Procurement

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 APRIL AND OCTOBER 2019 INTERNATIONAL
 BUYER CAMPAIGN**

150,000.00

Scope of Work:

- I. Translation - Translate all kinds of content - for both print and online - to priority languages of Manila FAME with a maximum total word count of 25,000. Below are the priority languages:

a. Japanese	g. German
b. Chinese	h. Italian
c. Korean	i. Spanish
d. Bahasa	j. Arabic
e. Thai	k. Russian
f. French	
- II. Formatting and Editing - undertake necessary edits or revisions to the translated contents, as deemed necessary by the project team.
- III. Project Management - assign a specific personnel/project manager who shall be the point person to attend to all CITEM-related content/concerns.
- IV. Certification - submit a Certificate of True Translation for every material or document being translated.

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 Sandoval
JAIIME ANTONIO S. SANDOVAL
 Head, STREDO/Procurement

BUR No. MTA-19070040

Recommended by:

DATE 5/15/19

Mario F. Evio
MARIO F. EVIO
 Division Chief

AMOUNT ₱ 150,000.00

CONFORME:

Angela Caspola P. Ocampo
ANGELA CASPOLA P. OCMO
 Name & Signature of Contractor/Supplier
5/15/2019
 Date

For use available
Malerna C. Buyao
MALERNA C. BUYAO
 OIC, Controllership Div.

Approved by:

Rommel P. Ocampo
ROMMEL P. OCMO
 Department Manager III

Angela Caspola P. Ocampo



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
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JO Number: 2019-0127	JO Date: 7-May-19	PAGE 2 of 2
PR No. # 2019-0161	PR Date: 1/22/2019	

CONTRACTOR/SUPPLIER: ELITE WORLDGROUP SERVICES, INC.
ADDRESS: 11th Floor, Cyberone Building
Eastwood Cyberpark, Libis, Quezon City
MODE OF PROCUREMENT: Small Value Procurement

DELIVERY TERM:
PAYMENT TERM: 30 days
PLACE OF DELIVERY: CITEM
DATE OF DELIVERY:

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>HIRING OF TRANSLATION AND LANGUAGE SERVICES FOR MANILA FAME APRIL AND OCTOBER 2019 INTERNATIONAL BUYER CAMPAIGN</p> <p>Timeline: The period of engagement shall commence in March 2019 and will be in effect until 31 December 2019, or until the word count balance indicated in the scope of work is fully consumed by CITEM, whichever comes first.</p> <p>Budget and Payment Terms Total Budgetary requirement is Php150,000.00 (inclusive of all applicable taxes), to be sourced from Manila FAME April 2019 Funds. This shall be paid based on actual consumption priced at Php6.00 per word across all languages or lower based on the bid of winner, to be paid in several tranches, within 15 days upon submission of billing/statement of account every three months until the required wordcount of 25,000 is consumed or until the end of contract on 31 December 2019, whichever comes first.</p>			

TOTAL AMOUNT IN WORDS: ONE HUNDRED FIFTY THOUSAND PESOS Php **150,000.00**

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Very truly yours,
Jaime Antonio S. Sandoval
JAIMIE ANTONIO S. SANDOVAL
Head, STREDO/Procurement

BUR No. MFA-14050640
DATE: 5/15/19
AMOUNT: ₱ 150,000.00

Recommended by:
Mario F. Evio
MARIO F. EVIO
Division Chief

CONFORME:
Angela B. Candia
ANGELA B. CANDIA
Name & Signature of Contractor/Supplier
Date: 05/15/2019

Approved by:
Malerna C. Buyao
MALERNA C. BUYAO
OIC, Controllership Div.

Approved by:
Romelio P. Ocampo
ROMELIO P. OCAMPO
Department Manager III