



**PURCHASE ORDER**

<b>Supplier Address</b> Smarter Multimedia Services Carig, Tuguegarao City, Cagayan		<b>PO No.</b> 2022-06-0394 C	
		<b>Date</b> 6/13/22	
<b>TIN</b>	726-565-586-000	<b>Mode of Procurement</b>	Negotiated Procurement - Small Value Procurement (Sec 53.9)
<b>Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:</b>			
<b>Place of Delivery</b>	PhilRice Warehouse, Maligaya, Science City of Muñoz, 3119 Nueva Ecija	<b>Delivery Term</b>	FOB Destination
<b>Date of Delivery</b>	within 60 calendar day(s) upon receipt of purchase order	<b>Payment Term</b>	Payable n/30
<b>Item Code</b>	<b>Item Description</b>	<b>Unit</b>	<b>Qty</b>
502119900000-001-01	Other Professional Services Other Professional Services-editor of PhilRice Annual Technical Reports and R&D Highlights  ELIGIBILITY/QUALIFICATIONSThe Editor should have:a. Excellent technical and copy-editing skills (minimum of 5 years of experience and with sample outputs showing before and after or with tracks) especially of technical reports, using Microsoft Wordb. Experience working in M&E related to agriculturec. Ability to adhere to deadlinesd. Ability to work effectively under pressuree. Work flexibilityTERMS OF REFERENCEAssignment: Editor of DA-PhilRice Annual Technical Reports and R&D HighlightsLocation: Home-basedDuration: 60 calendar days1. Review, edit, proofread, and layout (3,002) annual technical reports and (392) R&D highlights under the RDA Sectors with an estimate of 3,394 pages (electronic format, legal size) to improve format, content, flow, and layout;2. Check the accuracy of content and language used (e.g. correct errors in spelling, grammar, typographical/factual expressions), as well as the quality and overall projections of illustrations, graphics, and tables;3. Ensure that all turned-over annual technical reports and R&D highlights follow the editorial style guide and convention of PhilRice;4. Review and check statistical data used and referenced in the text. These must be consistent with the data in respective tables, figures, charts, and maps, as well as with the indicator tables;5. Ensure that the annual technical reports and R&D highlights are presented in a manner that will be relevant and functional to the end-users. He/she should consider a documentation concept and intended use, content, organization, and design;6. Meet with the Deputy ED for R,D, and GASS and assigned technical staff (through an online platform) to discuss the expected output/deliverables;7. Duration of the project is 2 months. A clean copy of the annual technical reports and R&D highlights should be forwarded to the Office of the Deputy Executive Directors for Research/Development/Administrative Services and Finance8. TIMELINE a. Submit R&D Highlights 20 days after receipt of PO b. Submit R&D Annual Reports 50 days after receipt of PO c. Submit GASS Annual Reports 60 days after receipt of PO (see attached time table)9. Perform related tasks as may be assigned/agreed.	lot	1
<b>Amount in Words</b>	Three Hundred Ten Thousand Pesos And Zero Centavos		310,000.00



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Item Code	Item Description	Unit	Qty	Cost	Amount

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

*M. Abella*  
**MATT EZEKIEL S. ABELLA**  
 Signature over Printed Name of Supplier  
**RECEIVED 15 JUN 2022**  
 \_\_\_\_\_  
 Date

Very truly yours,

*Karen Eloisa T. Barroga*  
**Karen Eloisa T. Barroga**  
 Authorized Official  
 \_\_\_\_\_  
 Date

Funds Available:  <i>Mary Grace D.G. Corpuz</i> <b>Mary Grace D.G. Corpuz</b> Chief Accountant <b>JUN 08 2022</b> _____ Date	ORS No.	2022-06-003047
	ORS Date	2022-06-07
	AMOUNT	310,000.00

### Timeline of reports submission

<i>20 days after receipt of Purchase Order</i>	<b>Submission of R&amp;D Highlights</b> (review, edit, proofread, and final layout done)  *Online discussions and consultations will be done from time to time and/or as the need arises by the hired editor and support staffers from the ODD,ODR,ODA,CSD, and Devcomm prior submission of reports
<i>50 days after receipt of Purchase Order</i>	<b>Submission of R&amp;D Annual Reports</b> (review, edit, proofread, and final layout done)  *Online discussions and consultations will be done from time to time and/or as the need arises by the hired editor and support staffers from the ODD,ODR,ODA,CSD, and Devcomm prior submission of reports
<i>60 days after receipt of Purchase Order</i>	<b>Submission of GASS Annual Reports</b> (review, edit, proofread, and final layout done)  *Online discussions and consultations will be done from time to time and/or as the need arises by the hired editor and support staffers from the ODD,ODR,ODA,CSD, and Devcomm prior submission of reports