



Philippine Rice Research Institute
Maligaya, Science City of Muñoz, Nueva Ecija
Telefax: (044) 456-0650, Phone: (044) 456-0394 Loc 662

Tracking No.
ODD22-0116

PURCHASE ORDER

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Supplier Address	Smarter Multimedia Services Carig, Tuguegarao City, Cagayan		PO No.	2022-06-0394 C	
			Date	6/13/22	
TIN	726-565-586-000	Mode of Procurement	Negotiated Procurement - Small Value Procurement (Sec 53.9)		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery	PhilRice Warehouse, Maligaya, Science City of Muñoz, 3119 Nueva Ecija		Delivery Term	FOB Destination	
Date of Delivery	within 60 calendar day(s) upon receipt of purchase order		Payment Term	Payable n/30	
Item Code	Item Description	Unit	Qty	Cost	Amount
502119900000-001-01	Other Professional Services Other Professional Services-editor of PhilRice Annual Technical Reports and R&D Highlights ELIGIBILITY/QUALIFICATIONThe 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 agriculturerc. 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	310,000.00	310,000.00
Amount in Words	Three Hundred Ten Thousand Pesos And Zero Centavos				310,000.00

PO Control No.: 2022-06-0417 (C)
Prepared By: Joselito R. Mamaril, Jr

Prepared Date: 2022-06-07
Tuesday, 07 June 2022 02:06 PM



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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: MATT EZEKIEL S. ABELLA Signature over Printed Name of Supplier RECEIVED 15 JUN 2022 Date				Very truly yours, Karen Eloisa T. Barroga Authorized Official Date			
Funds Available: Mary Grace D.G. Corpuz Chief Accountant JUN 08 2022 Date			ORS No.		2022-06-003647		
			ORS Date		2022-06-07		
			AMOUNT		310,000.00		

Timeline of reports submission

<i>20 days after receipt of Purchase Order</i>	Submission of R&D Highlights (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>	Submission of R&D Annual Reports (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>	Submission of GASS Annual Reports (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