



Smart Energy, Sustainable Future

**ENERGY MARKET AUTHORITY
OF
SINGAPORE**

**INVITATION TO QUOTE
PROVISION OF TRANSLATION SERVICES FROM INDONESIAN, THAI
AND/OR VIETNAMESE LANGUAGE TO ENGLISH**

Our Ref: EMA-ITQ-2022-0022

INVITATION TO QUOTE

Dear Sir/Madam,

1. You are invited by the Energy Market Authority (“**EMA**”) to submit a quotation for the supply and delivery of the goods and/or performance of the services as described in Section B - Requirement Specifications.
2. You are required to submit your quotation and any accompanying information via the Singapore Government Electronic Business (“**GeBIZ**”) website at www.gebiz.gov.sg by 1300hrs (Singapore time) as per the stated closing date in GeBIZ. Submission outside GeBIZ shall not be accepted.
3. The quotation shall be all inclusive (excluding GST).
4. Your quotation shall be valid for 60 days from the closing date of this Invitation to Quote (“**ITQ**”). EMA reserves the right to request for an extension of the validity of the quotation. Should EMA seek clarification on any aspect of your quotation, you are required to provide a written response to EMA within three (3) working days.
5. EMA reserves the right not to award the lowest quote and to award the contract in total or in part thereof. The issue of a Letter of Acceptance accepting the quotation or part of the quotation shall create a binding contract on the vendor to supply to EMA the Goods and/or Services offered in the quotation.
6. Any company or business who is currently debarred from participating in Government procurement is not eligible to participate in this ITQ.
7. The ITQ shall be evaluated on the criteria specified in the Requirement Specifications.
8. Any quotation which attempts to vary the Quotation Conditions of Contract is liable to be rejected. No quotation may be withdrawn after the closing date.
9. Notifications will not be sent to unsuccessful vendors.
10. **Please be informed that Energy Market Authority is a GST-registered entity. If you are a GST-registered overseas vendor, please do not charge GST on your services.**
11. The Ministry of Finance requires all Government and Public agencies to adopt Electronic Invoicing ("e-invoice"). E-invoices must be submitted either through InvoiceNow or Vendors@Gov (<https://www.vendors.gov.sg>). Hardcopy invoices will not be accepted. To submit e-invoices via InvoiceNow, Contractors/Suppliers need to have a Corppass account and an “Approved” vendor record at Vendors@Gov. For more info on InvoiceNow, please visit www.imda.gov.sg/invoicenow.

Contractors/Suppliers are required to register with Vendors@Gov for purpose of e-invoicing via Vendors@Gov.

SECTION A: QUOTATION CONDITIONS OF CONTRACT

1. Should your offer be accepted, the Terms and Conditions as set out in this Section and the terms and conditions in the GeBIZ Terms and Conditions shall govern the Contract between the Authority and your company.

In this Invitation to Quote, unless the context otherwise requires:

- (a) "Authority" means the Energy Market Authority and includes any officer authorized by the Authority to act on its behalf.
- (b) "Background IP" means IP which is created prior to or independently of this Contract.
- (c) "Contract" includes the Energy Market Authority's ITQ, the Contractor's Quotation or offer (submitted through GeBIZ), these Quotation Conditions of Contract, the requirement specifications and samples, Letter of Acceptance issued by the Authority to the Contractor for the supply of the Goods and/or performance of Services.
- (d) "Contract Price" means the price exclusive of the Singapore Goods and Services Tax payable to the Contractor for the full and proper performance by the Contractor of his part of the Contract as determined under the provisions of the Contract (see Section C below) and in law.
- (e) "Contractor" means the successful vendor who has been awarded the Contract by the Authority.
- (f) "Foreground IP" means IP which results from or is generated pursuant to or for the purpose of this Contract.
- (g) "IP" means intellectual property and shall include copyrights, and all rights in relation to inventions, registered and unregistered trademarks (including service marks), registered and unregistered designs, circuit layouts, know-how and any other rights resulting from intellectual activity in the industrial, scientific, literary and artistic fields.
- (h) "Invitation to Quote" / "ITQ" means the invitation to participate in this exercise and comprises of all documents provided to the vendor inclusive of the Covering Letter, Quotation Conditions of Contract, Requirement specifications, and any other documents or forms enclosed.
- (i) "Goods" means all goods, including parts or units thereof, which the Contractor is required to supply under the Contract.
- (j) "Services" means the services which the Contractor is required to perform under the Contract.
- (k) "Parties" refer to the Authority and the Contractor.
- (l) "Person" includes a corporation or an incorporated association.

- 1.1. Words importing the singular include the plural and vice versa.
- 1.2. The headings are for convenience only and not for the purpose of interpretation.

2. SCOPE OF CONTRACT

- 2.1. The Contractor shall carry out and complete the supply of all items of Goods and/or perform the Services in accordance with the Contract. Unless otherwise stated in the Contract, all Goods shall be new and unused.

3. DELIVERY AND PERFORMANCE

- 3.1. The Contractor shall deliver the Goods and/or perform the Services in accordance with the Contract. The Contractor shall obtain a receipt therefore from the Authority. The issue of such receipt shall in no way relieve the Contractor from his responsibility for replacing defective or damaged Goods or for re-performing deficient Services.

4. INTENTIONALLY LEFT BLANK

5. PAYMENT

- 5.1. Within thirty (30) days from the date of invoice or date of receipt of invoice of any Goods delivered and/or Services performed in accordance with Clause 3.1 of the Contract and upon presentation by the Contractor of his bills in accordance with such means and in such format as may be specified by the Authority and the Authority's receipt as referred to in Clause 3.1 of the Contract, the Authority will make payment to the Contractor provided that no payment shall be considered as evidence of the quality of any Goods and/or Services to which such payments relate.

- 5.2. The payments under this clause shall not prejudice the Authority's right to reject non-compliant Goods and/ or deficient Services or the Contractor's responsibility to re-supply the non-compliant Goods and/or re-perform deficient Services.

- 5.3. Without limiting the Authority's rights and remedies under the Contract, the amount of any payment or debt owed by the Contractor to the Authority under the Contract may be deducted by the Authority from any monies payable by the Authority to the Contractor pursuant to this Contract.

6. SUB-CONTRACTING AND ASSIGNING

- 6.1. The Contractor shall not sub-contract or assign the Contract without the prior written consent of the Authority.
- 6.2. The Contractor shall not sub-contract any part of the Contract to sub-contractors who are debarred from participating in Government procurement at the point of submission of the quotation.

7. GIFTS, INDUCEMENTS AND REWARDS

7.1. The Authority may terminate the Contract and recover from the Contractor the amount of any loss resulting from such termination, if the Contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the Contract with the Authority or for showing or forbearing to show favour to any person in relation to any Contract with the Authority, or if the like acts shall have been done by any person employed by the Contractor or acting on his behalf (whether with or without the knowledge of the Contractor) or if in relation to any Contract with the Authority the Contractor or any person employed by him or acting on his behalf shall have committed any offence under Chapter IX of the *Penal Code* or *Prevention of Corruption Act* or shall have abetted or attempted to commit such an offence or shall have given any fee or reward the receipt of which is an offence under Chapter IX of the *Penal Code* or the *Prevention of Corruption Act*.

8. FORCE MAJEURE

8.1. If there is delay in the delivery of the Goods and/or in the performance of the Services under the Contract due to any Force Majeure event, such as state of war, Act of God, riots and civil commotion, strikes, lock-outs, or other causes or other circumstances seriously disrupting public safety, peace or good order of the Republic of Singapore, then in any such case the Contractor shall for the duration of any such circumstance aforesaid, be relieved of his obligation to provide the Goods and/or perform such Services thereby affected but the provisions of the Contract shall remain in full force in regard to any Goods and/or Services not affected by such circumstances aforesaid.

8.2. Notwithstanding clause 8.1 above, The Authority shall, after giving seven (7) days prior written notice to the Contractor, have the right to suspend or terminate the Contract if the Authority is affected by any Force Majeure event, such as state of war, Act of God, riots and civil commotion, strikes, lock-outs, or other causes or other circumstances seriously disrupting public safety, peace or good order of the Republic of Singapore. Neither party shall be liable to the other by reason of such suspension or termination save that the Authority shall pay the Contractor the price of the Goods delivered and accepted by the Authority and/or Services performed and accepted by the Authority as at the date of written notice of termination or suspension. The Authority shall have title to such Goods delivered and accepted. The Contractor shall refund the balance of any payments or deposits made after deducting any outstanding sums owing by the Authority to the Contractor by reason of this Clause.

9. DELAY IN PERFORMANCE

9.1. If the Contractor fails to supply the Goods and/or complete the performance of Services by the date specified in the Contract and such delay is not caused by the events listed in Clause 8, the Authority shall have the right to cancel all or any such items of Goods and/or Services from the Contract without compensation and obtain them from other sources and all increased costs thereby incurred shall be deducted from any moneys due or to become due to the Contractor or shall be recoverable as damages.

Provided that the recovery of such increased costs aforesaid shall be limited to such Goods and/or Services as is purchased or obtained, not exceeding the scope stated in the Contract, from other sources after the Contractor's failure as aforesaid but within three months of the expiry of the Contract.

10. RIGHTS OF THE AUTHORITY IN THE EVENT OF DEFAULT BY THE CONTRACTOR

10.1. If the Contractor defaults in his performance of this Contract, the Authority may issue a notice of default to the Contractor informing the Contractor of its default. The Contractor shall, within a timeframe specified by the Authority, remedy the default. If the Contractor fails to do so, the Contractor shall be taken to have repudiated the Contract and the Authority shall have the right to terminate the Contract or cancel any part thereof by way of a notice of termination without the Authority being liable therefor in damages or compensation. The said termination shall take effect from the date of the notice of termination.

10.2. In the event of termination under Clause 10.1 above, the Authority shall have the right to purchase from other sources all the Services which remains unperformed at the time of termination or similar Services, and all increased costs reasonably incurred by the Authority shall be recoverable from the Contractor.

11. TERMINATION

11.1. The Authority shall have the right to terminate for convenience by providing at least 30 days' notice in writing to the Contractor. In the event the Contractor is terminated pursuant to this Clause 11.1, the Authority shall pay the Contractor for Goods delivered and/or Services performed and accepted by the Authority prior to the date of termination.

12. TAXES, FEES AND DUTIES

12.1. The Contractor shall be responsible for all corporate and personal income taxes, customs fees, duties, fines, levies, assessments and other taxes payable under the laws of Singapore, by the Contractor or its employees, including the Contractor's resident engineers and inspectors (if applicable), in carrying out its obligations under the Contract.

12.2. If the Authority receives a request from the tax authorities or otherwise decides to pay on behalf of the Contractor and/or the Contractor's employees, or to withhold payments from the Contractor in order that the Authority may subsequently so pay, any of the abovementioned taxes, fees, duties, fines, levies and assessments ("Taxes"), the Contractor hereby agrees that the Authority may deduct such Taxes from any payment due to the Contractor and forward the balance to the Contractor without any obligation to gross up such payment or pay the Contractor any amount so withheld.

12.3. If the Contract is awarded to a Contractor that is a foreign company/contractor, (i.e. a company/contractor that is not "resident in Singapore" as specified in the Income Tax Act (Chapter 134)) and there is a Double Taxation Agreement in force between Singapore and the country where the Contractor is resident of, and the Contractor is eligible to claim tax

relief or benefit or reduced tax rate payable in respect of any payment which the Contractor is due to receive from the Authority under the Contract, the Contractor must furnish to the Authority the necessary and relevant original documents (for e.g. Certificate of Residence (“COR”) and Permanent Establishment (“PE”) Letter) supporting the Contractor’s claim for such tax relief, benefit or reduced tax rate payable, together with the invoice. In the event the supporting documents are not furnished or are not furnished in time for the withholding tax submission by the Authority to the Inland Revenue Authority of Singapore, the withholding tax amount shall be computed using the prevailing corporate tax rate

12.4. The Authority shall pay to the Contractor a sum equal to the Singapore Goods and Services Tax chargeable on the supply to the Authority of any services by the Contractor in accordance with the Contract. For clarification, "Singapore Goods and Services Tax" shall refer to tax under the Goods and Services Tax Act (Cap. 117A) of Singapore.

12.5. Any invoice or other request for payment of monies due to the Contractor under the Contract shall, if the Contractor is a taxable person for the purpose of the Singapore Goods and Services Tax, be in the same form and contain the same information as if it were a tax invoice for the purposes of the Regulations made under the Goods and Services Tax Act (Cap. 117A) of Singapore.

13. GOVERNMENT REGULATIONS

13.1. The Contractor shall, at its own costs, obtain and maintain all licence and authorisations, including export licences and permits and other governmental authorisations or certification required without any restrictions or qualifications whatsoever so as to enable the Contractor to fulfil all its obligations under the Contract.

14. DURATION OF CONTRACT

14.1. This Contract shall commence on the date stated in the Letter of Acceptance and shall remain in force for a duration of 1 year with an option to extend for another 1 year.

14.2. Prior to the expiry of the Contract, the Authority shall have the option to extend the Contract for a further period, on the same terms and conditions unless otherwise specifically agreed between the parties.

15. GOODS / SERVICES TO BE SUPPLIED

15.1. If so provided in the Requirement Specifications, orders for Goods and/or Services to be supplied under the Contract may be given from time to time, in writing, by the Authority, and shall clearly state the details and nature of the Goods and/or Services to be supplied. On receipt of any instructions from the Authority, the Contractor shall provide a work schedule (“**Work Schedule**”) in accordance with the Requirement Specifications. The Contractor shall commence to supply the Goods and/or performance of the Services referred to therein and completes the same.

16. REPLACEMENT OF PERSONNEL

16.1. The Contractor shall replace its personnel within fourteen (14) days from the date of written notice from the Authority that the said personnel is either:

- (a) technically incompetent in carrying out the Services and all efforts by the Contractor have failed to resolve the issue within the said period; or
- (b) the conduct of the said personnel is found to be detrimental to the national security.

17. CONFIDENTIALITY AND SECURITY

17.1. Except with the written consent of the Authority, the Contractor shall not disclose the Contract or any purchases made in this Contract or any provisions thereof or any information issued or furnished by or on behalf of the Authority in connection therewith to any person.

17.2. In addition to the foregoing, the Contractor shall not make use of any information obtained directly or indirectly from the Authority or compiled or generated by the Contractor in the course of this Contract which pertains to or is derived from such information, other than use for the purposes of this Contract, without the prior written consent of the Authority.

17.3. The Contractor shall not publish or release, nor shall it allow or suffer the publication or release of, any news item, article, publication, advertisement, prepared speech or any other information or material pertaining to any part of the obligations to be performed under the Contract in any media without the prior written consent of the Authority.

17.4. Subject to any legal obligations the Contractor has under any applicable law to retain records, no later 30¹ days from the termination or expiry of the Contract, the Contractor shall:

- (a) return all Confidential Information received from the Authority for the purpose of the Contract and all documents and copies thereof produced in the course of performing its obligations under the Contract;
- (b) securely destroy and erase all softcopies of Confidential Information that exist in email, hard disk, removable storage media and other storage media or facility whatsoever; and
- (c) upon completion of the obligations under Clauses 17.4(a) and (b), provide a written confirmation that it has complied with Clauses 17.4(a) and (b).

17.5. This Clause 17 shall survive the termination or expiry of the Contract.

18. MEDIATION CLAUSE

¹ Should the Contractor be unable to meet the stated requirement in Clause 17.4, the Contractor shall inform the Authority as early as possible and propose a schedule subject to the Authority's agreement.

18.1. Notwithstanding anything in this Contract, in the event of any dispute, controversy or claim arising out of or relating to this Contract, no Party shall proceed to any form of dispute resolution UNLESS the Parties have made reasonable efforts to resolve the same through mediation in accordance with the mediation rules of the Singapore Mediation Centre.

18.2. A Party who receives a notice for mediation from the other Party shall consent and participate in the mediation process in accordance with Clause 18.1.

18.3. Failure to comply with Clause 18.1 or 18.2 shall be deemed to be a breach of contract.

19. ARBITRATION

19.1. Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination shall be referred to and finally resolved by arbitration in Singapore in the English language by a sole arbitrator in accordance with the Arbitration Rules of the Singapore International Arbitration Centre ("**SIAC Rules**") for the time being in force which rules are deemed to be incorporated by reference into this Clause.

20. VARIATION

20.1. No variation whether oral or otherwise in the terms of this Contract shall apply thereto unless such variation shall have first been expressly accepted in writing by the Contractor and the authorized contract signatory of the Authority.

21. RIGHTS OF THIRD PARTIES

21.1. A person who is not a party to this Contract shall have no right under the Contracts (Rights of Third Parties) Act to enforce any of its terms.

22. APPLICABLE LAW

22.1. The Contract shall be subject to, governed by and interpreted in accordance with the Laws of the Republic of Singapore for every purpose.

22.2. For the avoidance of doubt, until the Authority issues a Letter of Acceptance, an Order message, or Purchase Order, this document (i) is not a contract and shall in no way be construed as creating any legally binding obligation to purchase any Goods and/or Service from any vendor; and (ii) shall not be construed as providing or implying that a contract will be entered into with any vendor.

23. INDEMNITY

23.1. In the event of the Authority (including for this purpose every officer and

department thereof being held liable for damages arising out of any claim by any workman or employee employed by the Contractor in and for the performance of the Contract), the Contractor shall indemnify the Authority, its officers or departments against such claim and any costs, charges and expenses in respect thereof, PROVIDED the same is not caused by the gross negligence or willful default of the Authority, its officers or agents.

23.2. The Contractor warrants that the Goods and/or Services do not infringe any IP rights. Notwithstanding the above, the Contractor shall indemnify the Authority and its officers or departments against all IP infringement claims including any costs, charges and expenses in respect thereof.

24. **INTENTIONALLY LEFT BLANK**

SECTION B: REQUIREMENT SPECIFICATIONS

1. INTRODUCTION

- 1.1. The Authority has identified electricity imports as a strategic energy initiative for Singapore. The project will involve multiple stakeholders and the engagements of various parties in the region, in particular Indonesia, Thailand and Vietnam. As some of these engagements may contain communications in Bahasa Indonesia, Thai and/or Vietnamese language, the Authority will require translation services.
- 1.2. The purpose of the ITQ is to engage Contractors to provide translation services for documents in Bahasa Indonesia, Thai and/or Vietnamese to English, from time to time and on “need-to” basis for a period of one (1) year from the date of commencement stated in the Letter of Acceptance with an option to extend for another one (1) year.
- 1.3. More than 1 Contractor may be selected to form a panel for the provision of translation services under the Contract. For the avoidance of doubt, Tenderers are welcome to bid for any or all of the three languages. The Authority reserves the right to only contact selected Contractor(s) depending on the nature and context of the translation services that arise during the duration of this Contract.

2. SCOPE

- 2.1 The Authority seeks to engage experienced Contractor(s) with significant experience in the translation of documents in Bahasa Indonesia, Thai and/or Vietnamese to English.
- 2.2 The Contractor(s) must be able to accurately translate the documents within the stipulated turnaround time.
- 2.3 The Contractor(s) must be able to provide accurate translations, specific to the context of the article provided, especially in the area of industry specific terminology and language used.

3. OTHER REQUIREMENTS

- 3.1 Where the Contractor’s service is required, the Authority will issue a Purchase Order (PO) based on the rates and turnaround time submitted via Section C of this ITQ. The Contractor shall proceed with the work only upon receiving the Authority’s Purchase Order. The Contractor may invoice the Authority upon the Authority’s acceptance of the deliverables.
- 3.2 The Authority reserves the right to award each translation task to selected Contractor, depending on their expertise in the required article’s subject matter. The Authority shall not be obliged to award each translation service to the lowest cost Contractor.

4. SUBMISSION OF QUOTATION

- 4.1. The vendor shall submit the following documents as attachments to their ITQ submission:
- a. Company's profile, including relevant experience and track record of the Tenderer in providing the required translation services for legal and/or technical documents.
 - b. Section C: Contract Price
- 4.2. The vendor shall submit an undertaking in Appendix 1 that their sub-contractors are not debarred from participating in Government Procurement at the point of submission of the quotation.

5. EVALUATION CRITERIA

5.1. Critical Criteria

- 5.1.1. Non-compliance with the following Critical Criteria shall preclude the Quotation/Proposal from further evaluation and award:

- a. Submission of Section C: Contract Price
- b. Company's relevant experience and track record in translating the respective languages for legal and/or technical documents.

5.2. Other Evaluation Criteria

- 5.2.1 Quotation meeting the critical criteria shall be further evaluated against the following evaluation criteria:

Criteria	Weightage (%)
Extensiveness of company's relevant experience and track record in translating the respective languages for legal and/or technical documents.	30%
Price Competitiveness	70%

6. ENQUIRIES

- 6.1. Please contact the following officer(s) for clarifications on any part of this Invitation to Quote.

Name of Officer : Eunice Chua
Designation: Senior Analyst
Email: Eunice_chua@ema.gov.sg

7. APPENDICES

Appendix 1	-	Undertaking to Declare that the First-Level Sub-Contractors are Not Debarred from Participating in Government Procurement
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Appendix 2	-	Undertaking to Safeguard Official Information
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APPENDIX 1 - UNDERTAKING TO DECLARE THAT THE FIRST-LEVEL SUB-CONTRACTORS ARE NOT DEBARRED FROM PARTICIPATING IN GOVERNMENT PROCUREMENT

The following list shows the sub-contractors that are participating in this project.

NAME	DEBARMENT STATUS (DEBARRED/ NOT DEBARRED)

I declare that the first-level sub-contractors listed above are not debarred from participating in Government procurement.

.....
(Full name in BLOCKS)

.....
(Designation)

.....
(Name of Company)

.....
(Date)

APPENDIX 2 - UNDERTAKING TO SAFEGUARD OFFICIAL INFORMATION

To: ENERGY MARKET AUTHORITY

My attention has been drawn to the Official Secrets Act (Chapter 213, Revised Edition 2012) and in particular to section 5 thereof which relates to the safeguarding of official information.

2 I understand and agree that all official information acquired by me in the course of my work and consultancy with any government department, statutory board or government-owned company is strictly confidential in nature, and undertake not to publish or communicate such information to any unauthorised person in any form at any time, without the official sanction of the Chief Executive Officer of the statutory board.

3 I shall ensure that any other person who is authorised by me to have access to any official information shall similarly sign an undertaking to safeguard official information.

4 I undertake to return any document received from the Authority, and any other copies made or reproduced from such document or part thereof whenever required by the Authority.

5 I further understand and agree that any breach or neglect of this undertaking may render me liable to prosecution under the Official Secrets Act or civil proceedings.

..... (Signature) (Full name in BLOCKS)
..... (Designation) (Name of Company)
..... (Date)	
<hr/>	
..... (Signature of WITNESS) (Full name in BLOCKS)
..... (Designation) (Name of Company)

SECTION C (I): CONTRACT PRICE

For vendor to enclose the price breakdown of the contract price for translation from **Bahasa Indonesia** to English

S/N	Description	Price Per Word (S\$)	Turnaround Time for Completion	Additional Charges For Urgent Turn Around* <i>*Per bundle regardless of number of words.</i>
1	Below 1000		Within 2 working days from date of PO	\$_____by next working day from date of PO
2	1001 - 2500		Within 3 working days from date of PO	\$_____by next working day from date of PO
3	2501 to 5000 words		Within 3 working days from date of PO	\$_____by next working day from date of PO
4	5001 to 7500 words		Within 4 working days from date of PO	\$_____by two working days from date of PO
5	7501 to 10,000 words		Within 5 working days from date of PO	\$_____by two working days from date of PO
6	Per additional words beyond 10000 words		Within 6 working days from date of PO for up to 20000 words. For article beyond 20000 words, the turnaround time shall be mutually agreed between both Parties.	Not applicable

If there is a minimum charge, please indicate the minimum charge below:

Description	Remarks	Amount (excl. GST)
Minimum Charge applicable	Below _____ words	S\$_____

SECTION C (II): CONTRACT PRICE

For vendor to enclose the price breakdown of the contract price for translation from **Thai language** to English

S/N	Description	Price Per Word (S\$)	Turnaround Time for Completion	Additional Charges For Urgent Turn Around* <i>*Per bundle regardless of number of words.</i>
1	Below 1000		Within 2 working days from date of PO	\$_____by next working day from date of PO
2	1001 - 2500		Within 3 working days from date of PO	\$_____by next working day from date of PO
3	2501 to 5000 words		Within 3 working days from date of PO	\$_____by next working day from date of PO
4	5001 to 7500 words		Within 4 working days from date of PO	\$_____by two working days from date of PO
5	7501 to 10,000 words		Within 5 working days from date of PO	\$_____by two working days from date of PO
6	Per additional words beyond 10000 words		Within 6 working days from date of PO for up to 20000 words. For article beyond 20000 words, the turnaround time shall be mutually agreed between both Parties.	Not applicable

If there is a minimum charge, please indicate the minimum charge below:

Description	Remarks	Amount (excl. GST)
Minimum Charge applicable	Below _____ words	S\$_____

SECTION C (III): CONTRACT PRICE

For vendor to enclose the price breakdown of the contract price for translation from **Vietnamese language** to English

S/N	Description	Price Per Word (S\$)	Turnaround Time for Completion	Additional Charges For Urgent Turn Around* <i>*Per bundle regardless of number of words.</i>
1	Below 1000		Within 2 working days from date of PO	\$_____by next working day from date of PO
2	1001 - 2500		Within 3 working days from date of PO	\$_____by next working day from date of PO
3	2501 to 5000 words		Within 3 working days from date of PO	\$_____by next working day from date of PO
4	5001 to 7500 words		Within 4 working days from date of PO	\$_____by two working days from date of PO
5	7501 to 10,000 words		Within 5 working days from date of PO	\$_____by two working days from date of PO
6	Per additional words beyond 10000 words		Within 6 working days from date of PO for up to 20000 words. For article beyond 20000 words, the turnaround time shall be mutually agreed between both Parties.	Not applicable-

If there is a minimum charge, please indicate the minimum charge below:

Description	Remarks	Amount (excl. GST)
Minimum Charge applicable	Below _____ words	S\$_____