

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 (632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965
 info@citem.com.ph @ www.citem.com.ph



JO Number: 2022-0087	JO Date: 09/02/2022	PAGE
PR No.: 2022-0182	PR Date: 07/21/2022	

CONTRACTOR/SUPPLIER PHOTOPRO TRADING & GENERAL MERCHANDISE CO. ADDRESS 27 B Kamias Road, Pinyahan, Quezon City MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM
	PAYMENT TERM
	PLACE OF DELIVERY
	DATE OF DELIVERY

Please provide/lumish 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
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ANNUAL RENTAL OF PHOTOCOPIER MACHINE FOR THE PERIOD OF 12 MONTHS Rate per Month: PHP 0.488 for the first 20,000 copies PHP 0.38 per copy over 20,000 copies General Requirements: 1. Include consumables, spare parts, repairs, service unit, Machine insurance, mobilization, and demobilization to CITEM and/or trade fair venues, if needed. 2. On-call Operator/Technician, if needed in case of troubleshooting of machine; and replacement unit, if needed. 3. The minimum number of copies payable per month shall be 10,000 copies @ P 0.488 = PhP 4,880.00 per month Minimum Specifications: a. Print output at least 30,000 print per month b. Multifunctional digital copier c. High quality prints d. Automatic Document feeder e. Can print many copies in just one scan f. Print speed at least 45ppm g. Automatic paper tray selection h. Automatic paper size selection and zoom i. With automatic paper sorter/stacking j. Zoom capacity from 25% to 400% k. Glass platen can fit A3 sizes including 3-dimentional objects l. With at least 4 paper trays for A5-A3 m. A3 duplex size single pass document feeder n. With booklet creation feature Period of Engagement : October 2022 - October 2023			NOT TO EXCEED PHP 145,000.00
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TOTAL AMOUNT IN WORDS:	Not to exceed One Hundred Forty Five Thousand Pesos	Php 145,000.00
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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:

[Signature]
 Name & Signature of Contractor/Supplier
 10/5/22
 Date

BUR No. AOE-22090665
 DATE 09/07/2022
 AMOUNT Php48,333.33
Sept to Dec 2022

Funds Available:
[Signature]
 MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by
[Signature]
 REYNALDO R. GONZALES
 OIC-DC, General Services Division

Approved by:
[Signature]
 ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department