

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 ☎ (832) 831-2201 to 09 ext. 218 📠 (832) 831-1368, 832-3965 ✉ info@citem.com.ph 🌐 www.citem.com.ph		JO Number:	JO Date:	PAGE
		2023-0011-A	01/20/2023	
		PR No.:	PR Date:	
		2023-0012	01/03/2023	

CONTRACTOR/SUPPLIER LOREDANNA LEDDA HESS ADDRESS Hinter Den Ulmen 55, 60433 Frankfurt, Germany MODE OF PROCUREMENT Overseas Procurement	DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY
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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
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HIRING OF STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2023			EUR1,000.00
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SCOPE OF WORK

1. Man and maintain the cleanliness of the pavilions.
2. Familiarize the products being showcase in the trade show.
3. Engage visitors in conversation, ask qualifying questions to generate sales leads for the companies being represented.
4. Collect business cards and make sales appointment.

TIMELINE

The engagement of the Stand Assistant is within the Ambiente 2023 show, 03 - 07 February 2023

BUDGET AND MODE OF PAYMENT


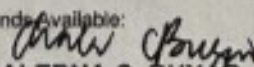
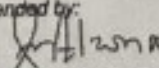


This requirement has a budget of EUR2,000.00 inclusive of all incidental expenses and applicable taxes.

Reports shall be submitted daily and payment shall be made on the last day of the show.

TOTAL AMOUNT IN WORDS:	One Thousand Euros	Phr EUR1,000.00
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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, site 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	BUR No. AMBIENTE-23010083 DATE 01/23/2023 AMOUNT EUR1,000.00 PHP 118,800.11 Funds Available:  MALERNA C. BUYAO Chief, Controllership Division	Recommended by:  ANNA MARIE D. ALZONA Chief TIDS, OTF-OG 1 Approved by:  MARJO F. EVIO OIC-DM, Operations Group 2
CONFORME  LOREDANNA LEDDA HESS Name & Signature of Contractor/Supplier 25 January 2023 Date		