

# 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:	JO Date:	PAGE 1/2
<b>2023-0083</b>	<b>05/22/2023</b>	
PR No.:	PR Date:	
<b>2023-0173</b>	<b>05/04/2023</b>	

CONTRACTOR/SUPPLIER **MNCC DESIGN AND INTEGRATED SERVICES**  
 ADDRESS **Colegio Dela Nuestra de Guadalupe, Umali Street, Putatan, Muntinlupa City**  
 MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM \_\_\_\_\_  
 PAYMENT TERM \_\_\_\_\_  
 PLACE OF DELIVERY \_\_\_\_\_  
 DATE OF DELIVERY \_\_\_\_\_

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
<b>RENTAL, INSTALLATION, DISMANTLING AND TWO-WAY HAULING OF CITEM CORPORATE BOOTH FOR IFEX PHILIPPINES 2023</b> (Please see attached Floor Plan and Perspective View for more details)			<b>Php93,500.00</b>
I. MOBILIZATION/DEMOBILIZATION/LOGISTICS			
II. WALL A a. 6m X 4mH Tarpaulin mounted on existing system structure			
III. WALL B a. 1.2m X 3.5mH Painted wall panel with wooden or metal framing with strip lighting			
IV. WALL C a. 4m X 3mH Painted wall panel with wooden or metal framing with graphics and strip lighting			
V. WALL D a. 1.6m X 2.4mH Painted wall panel with wooden or metal framing with strip lighting			
VI. LOW WALL a. 2.4m X 1.2mH Painted low-wall panel with wooden or metal framing with strip lighting			
VII. TV WALL a. 1.6m X 0.5m X 2.4mH Painted TV wall structure with wooden or metal framing with strip lighting			
VIII. INFORMATION COUNTER WITH CUPBOARD a. 1.6m X 0.5m X 1mH Painted information counter with cupboard			
IX. TABLE AND CHAIR SET a) Eames table (1 pc) color black b) Eames chair (4 pcs) color black			
X. BAR TABLE a) 1.2mH bar table color black			
XI. HANGING CITEM LOGO (purchase) a. 1.5m Diameter Acrylic lighted logo			
TOTAL AMOUNT IN WORDS:			Php

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 J. MARPURI**  
 OIC-DM, CS Department

CONFORME:

*[Signature]* 5/25/23

Name & Signature of Contractor/Supplier

Date

BUR No. **IFEX-23050559**

DATE **MAY 19, 2023**

AMOUNT **Php100,000.00**

Funds Available:

*[Signature]*  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:

Approved by:

*[Signature]*  
**NORMAN D. BAGULBAGUL**  
 OIC-DM, CCSD



# 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:

2023-0083

PR No.:

2023-0173

JO Date:

05/22/2023

PR Date:

05/04/2023

PAGE

2/2

CONTRACTOR/SUPPLIER **MNCC DESIGN AND INTEGRATED SERVICES**

ADDRESS **Colegio Dela Nuestra de Guadalupe, Umali Street, Putatan, Muntinlupa City**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM

PLACE OF DELIVERY

DATE OF DELIVERY

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

Scope of Work:

1. The contractor shall Install, Dismantle and Haul the items listed above on the specified materials and specifications.
2. The contractor shall provide proofs and swatches prior to final fabrication for approval unless waived by an EDD representative but to guarantee the best output.
3. The contractor shall ensure the durability and quality of the items.
4. The contractor shall install the items properly and in good condition (without smudge, dirt, and stains and the like) on 23 May 2023 at 10am and egress on 28 May 2023
5. The contractor shall complete installation of the items on 24 May at 11pm.
6. All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise.

Delay of delivery or installation will call for deduction of 10% of contract price.

\*\*Please see attached Floor Plan and Perspective View for more details)

Do not detached part of the JO

TOTAL AMOUNT IN WORDS:

Ninety Three Thousand Five Hundred Pesos

Php 93,500.00

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 J. MARPURI**  
 OIC-DM, CS Department

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. **IFEX-23050559**

DATE **MAY 19, 2023**

AMOUNT **Php100,000.00**

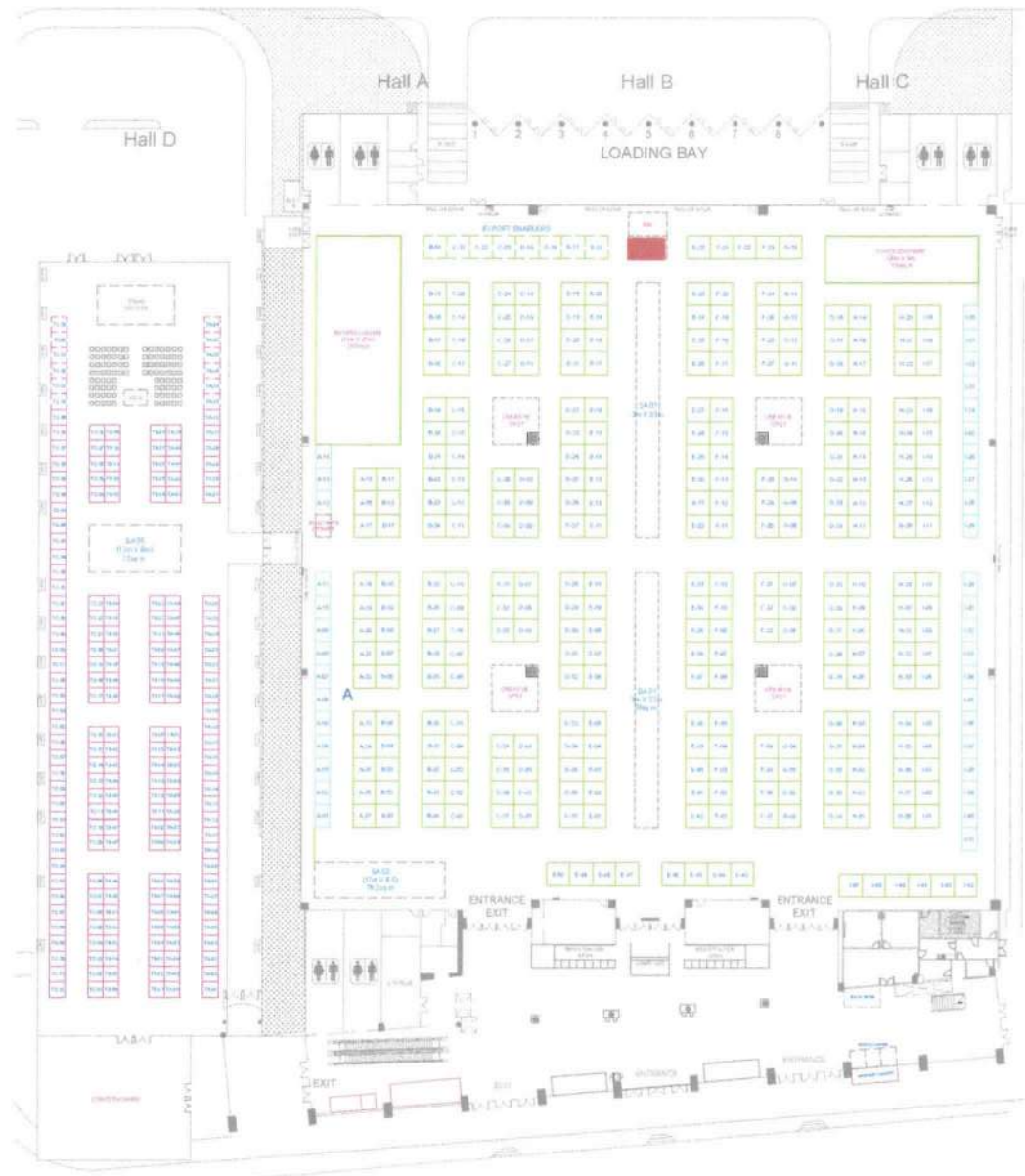
Funds Available:

**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:

Approved by:

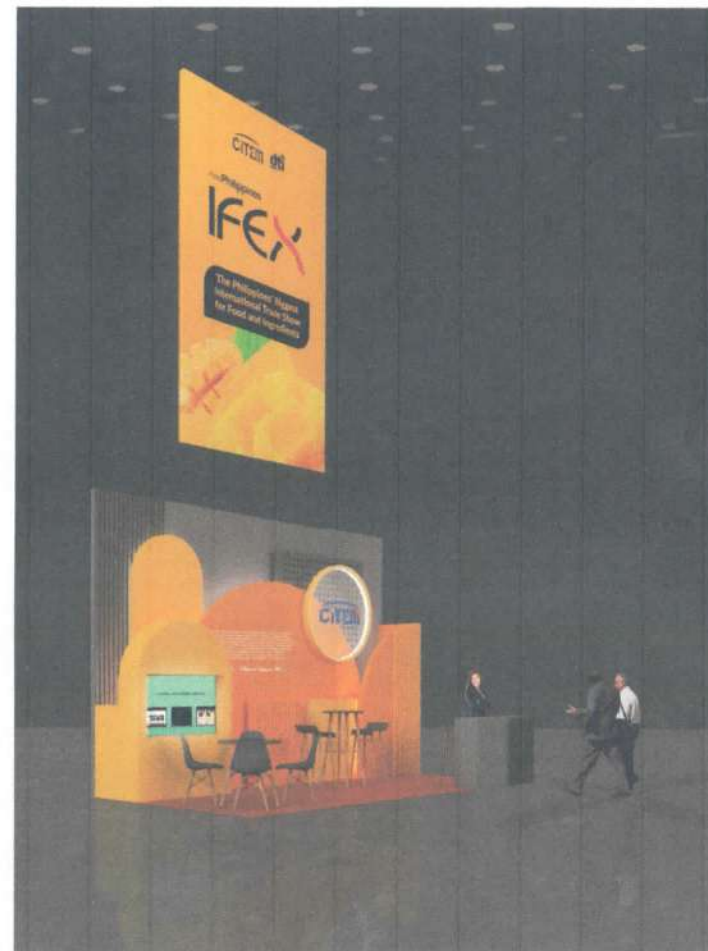
**NORMAN D. BAGULBAGUL**  
 OIC-DM, CCSD







FRONT PERSPECTIVE VIEW



PERSPECTIVE VIEW

 <b>EXHIBITION DESIGN DIVISION</b>	PROJECT:	IFEX 2023	SHEET CONTENT:	RENDER	DESIGNED BY:	 MARCIANO R. SANTOS JR.	APPROVED BY:			
	FILE:	CITEM CORPORATE BOOTH			SHEET NO.:	1	REVISION:	00	 NORMAN D. S. PULISAGUL O.C. - DM. COMMUNICATIONS AND CREATIVE SERVICES DEPARTMENT	DR. EDWARD L. PEREIRA PH.D. Executive Director
	DATE / TIME:	APRIL 27, 2023			LOCATION:	WORLD TRADE CENTER METRO MANILA				