

JOB ORDER

CITEM.STR.FR.006

CITEM 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: 2024-005	JO Date 1/11/2024	PAGE 1 of 2
PR No.: 2023-0560 R1	PR Date: 12/28/2023	

CONTRACTOR/SUPPLIER AURELIEN GOUGAUD	DELIVERY TERM
ADDRESS 66 Rue D'Alleray	PAYMENT TERM
Paris, France	PLACE OF DELIVERY
MODE OF PROCUREMENT Overseas Procurement	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
STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN MAISON ET OBJET 2024			EUR1,500.00 Php91,268.10
<p>Scope of Work:</p> <p>The Stand Assistant of the Philippine pavilion in Maison&Objet will be required to be present at the fair from January 18 to 22, 2024 (08:30AM – 7:30PM daily, lunchbreak included) to conduct the ff:</p> <ol style="list-style-type: none"> 1. Man and maintain the orderliness of the pavilion; 2. Study and familiarize with the products of the participating companies; 3. Engage visitors in conversation, answer queries about the products, and ask qualifying questions to generate inquiries and sales leads, and endorse them to the company representatives when available; 4. Act as language interpreters during meetings, when necessary; 5. Arrange meeting appointments; and 6. Collect business cards to be endorsed to CITEM personnel. <p>TIMELINE:</p> <p>The Stand Assistant will be engaged during the 5-day exhibit in Maison&Objet on 18-22 January 2024.</p>			

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 Purchase Order upon delivery.

Very truly yours,
 ATTY. ANNA GRACE I. MARPURI
 OIC- DM, Corporate Service Dept.

BUR No. T-mgm - 24010011
 DATE JAN - 12, 2024
 AMOUNT EUR 1,500 / P 91,268.10

Recommended by:

 ANNA MARIE D. ALZONA
 Chief, OG1-OTF & Buyer Mktg. Div.

CONFORME: **Aurélien Gougaud**

 Name & Signature of Contractor/Supplier

Funds Available:

 MALERNA C. BUYAO
 Chief Controllorship

Approved by:

 MARIO F. EVIO
 OIC-DM, OG1

Date _____

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PR No.: 2023-0560 R1	PR Date: 12/28/2023	

CONTRACTOR/SUPPLIER AURELIEN GOUGAUD	DELIVERY TERM
ADDRESS 66 Rue D'Alleray	PAYMENT TERM
Paris, France	PLACE OF DELIVERY
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN MAISON ET OBJET 2024			EUR1,500.00 Php91,268.10

CONTRACT PRICE AND PAYMENT TERMS:
 Contract Price for this requirement is EUR1,500/stand assistant or a total of EUR3,000.00 inclusive of all incidental expenses and applicable taxes. A report will be submitted daily, and complete payment will be made upon completion of the project or on the last day of Maison&Objet.

One Thousand Five Hundred Euro	EUR1,500.00
TOTAL AMOUNT IN WORDS: Ninety One Thousand Two Hundred Sixty Eight and & 10/100	Php91,268.10

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Very truly yours,
 ATTY. ANNA GRACE I. MARPURI
 OIC- DM, Corporate Service Dept.

CONFORME: Aurélien Gougaud
(Signature)
 Name & Signature of Contractor/Supplier

BUR No. 7-MGM-24010011
 DATE Jan. 12, 2024
 AMOUNT EUR 1,500 / P 91,268.10

Funds Available: *(Signature)*
 MALERNA C. BUYAO
 Chief Controllership

Recommended by: *(Signature)*
 ANNA MARIE D. ALZONA
 Chief, OG1-OTF & Buyer Mktg. Div.

Approved by: *(Signature)*
 MARJO F. EVIO
 OIC-DM, OG1

Date