

# JOB ORDER

CITEM.STR.FR.006



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue  
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JO Number: <b>2024-0016</b>	JO Date: <b>01/12/2024</b>	PAGE
PR No.: <b>2024-0018</b>	PR Date: <b>12/29/2023</b>	

<b>CONTRACTOR/SUPPLIER VJ GRAPHICS ARTS, INC.</b> ADDRESS Unit 12NO, Future Point Plaza 2, 115 Mother Ignacia Avenue, Quezon City MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY <b>14 January 2024 (partial-1,000pcs)</b> <b>16 January 2024 (full delivery)</b>
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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
<b>PRINTING OF 2,000 PIECES MANILA FAME 2024 CAMPAIGN BROCHURES FOR OVERSEAS TRADE FAIRS</b>  Specifications: Size: 5 7/8" x 8 1/4" (Folded) 17 3/4" x 8 1/4" (Spread) Stock: Mohawk superfine (smooth) ultra white 104 gsm Color: Full color Process: Litho offset No. of pages: Folded Binding: Folded Others: CTP Process	2,000 pcs	Php19.00/pc	Php38,000.00

TOTAL AMOUNT IN WORDS: **Thirty Eight Thousand Pesos**      **Php 38,000.00**

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 I. MARPURI**  
 OIC-DM, CS Department

CONFORME:

**PERCIVAL DATU**  
 Name & Signature of Contractor/Supplier

Date

BUR No. MF - 240/0101

DATE Jan. 17, 2024

AMOUNT Php38,000.00

Funds Available:  
**MALERNA C. BUYAO**

Chief, Controllershship Division

Recommended by:

Approved by:

**MARJO F. EVIO**  
 OIC-DM, OG 1