

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: 2024-0018	JO Date: 01/17/2024	PAGE
PR No.: 2024-0020	PR Date: 01/04/2024	

CONTRACTOR/SUPPLIER INNOVATION PRINTSHOPPE INC. ADDRESS 2224-2225 Concha Street, San Andres Bukid, Sta.Ana Manila MODE OF PROCUREMENT Small Value 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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PRINTING OF BROCHURES FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2024 **PHP47,197.50**

Inclusions:

Design Philippines Brochure	750 pcs
Featured Province Antique Brochure	250 pcs
Featured Province Quirino Brochure	250 pcs
Insert	100 pcs
Media Kit	100 pcs

Specifications:
INSERT
 Size : 7" x 7 3/4"
 Stock : Biancoflash Master 200gsm
 Color : Full Color
 Process : Digital Printing
 No. of Pages : 1 pc
 Binding : Loose
 Quantity : 100 pcs
 Remarks/Delivery : 3 working days upon receipt of complete materials

BROCHURE
 DesignPH - 14cm x 21cm Folded: 21cm x 56cm
 Antique - 14cm x 21cm folded, 28cm x 21cm spread
 Quirino - 14cm x 21cm folded, 28cm x 21cm spread
 Media Kit - A5

Stock : DesignPH, ANTIQUE, QUIRINO - Freelifle Cento 100gsm
 Media Kit - BiancoFlash Ivory 250 gsm

TOTAL AMOUNT IN WORDS:	Php
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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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, ES Department
 CONFORME:

 Name & Signature of Contractor/Supplier

BUR No. AMBIENTE-2401016 Recommended by:
 DATE 11/21/2024
 AMOUNT Php47,197.50

ANNA MARIE D. ALZONA
 Chief, OVF-OG 1

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division
 Approved by:

MARJO F. EVIO
 OIC-DM, OG 1

Date

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CONTRACTOR/SUPPLIER INNOVATION PRINTSHOPPE INC.
 ADDRESS 2224-2225 Concha Street, San Andres Bukid, Sta.Ana Manila
 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
Color : Full Color, 2 sides printing			
Process : Litho offset			
No. of Pages : 4 KINDS			
Design Ph - 5 folds, 6 panels			
Antique - 2 panels			
Quirino - 2 panels			
Media Kit - 1 pc			
Binding: Folded			
Others : CTP process			
Quantity : DesignPh - 750 pcs			
Antique - 250 pcs			
Quirino - 250 pcs			
Media Kit - 100 pcs			
Remarks/Delivery ; 5 working days upon approval of digital proof			

TOTAL AMOUNT IN WORDS: Forty Seven Thousand One Hundred Ninety Seven Thousand and 50/100 Centavos Php **47,197.50**

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Very truly yours,
ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department
 CONFORME:

 Name & Signature of Contractor/Supplier
 Date

BUR No. AMDP/2024-2101014
 DATE 1/23/2024
 AMOUNT Php47,197.50
 Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

FARANNA MARIE D. ALZONA
 Chief, OTF-OG 1
 Approved by:

MARJO F. EVIO
 OIC-DM, OG 1