

# 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:  
2020-068

JO Date:  
10/02/2020

PAGE

PR No.:  
2020-0225

PR Date:  
07/09/2020

CONTRACTOR/SUPPLIER **VJ GRAPHIC ARTS, INC.**  
 ADDRESS Unit 9LM, Future Point Plaza 3  
 111. Panay Avenue, Quezon City  
 MODE OF 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>PRINTING OF 2019 DTI/TIPG ANNUAL REPORT (104 pages including cover)</b><br><br>Specification:<br><br>Size : 8 1/2" x 11 1/2"- folded<br>17" x 11 1/2" - spread<br><br>Stock : Cover - Matt Plus 250 gsm with matt lamination<br>Inside - Matt Plus 115 gsm<br><br>Color : Full Color<br><br>Process : Litho Offset<br><br>No. of pages: 104 pages including cover<br><br>Others : CTP process<br><br>Delivery : 5 working days upon approval of digital proof | 300 sets | Php450.00  | Php135,000.00 |

TOTAL AMOUNT IN WORDS: **ONE HUNDRED THIRTY FIVE THOUSAND PESOS** Php 135,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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,

JAIME ANTONIO S. SANDOVAL  
 Chief, STREDO & Procurement Division

CONFORME:

**PERCIVAL DATU**

Name & Signature of Contractor/Supplier

**OCTOBER 29, 2020**  
 Date

BUR No. IP-20100687  
 DATE 10/28/2020  
 AMOUNT Php 135,000.00

Recommended by:

MARLON V. BEDAL  
 Creative Arts Specialist III

Approved by:

Funds Available   
 MALERNA C. BUYAD  
 Chief, Controllorship Division

ATTY. ANNA GRACE I. MARPURI

OIC-DM; Operations Group 1