



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
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CONTRACTOR/SUPPLIER **HEY MARKETING**
 ADDRESS **1147 Evangelista St., Bangkal, Makati City**
 MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

DELIVERY TERM _____
 PAYMENT TERM _____
 PLACE OF DELIVERY _____
 DATE OF DELIVERY **60 days (Jan 7 - Mar 7, 2022)**

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
REPAIR AND REPLACEMENT OF PARTS OF TOYOTA INNOVA SJP 432			
<p>Scope of Work:</p> <p>I. Contractor supply all materials, parts and labor for the following to restore the vehicle to its Original shape and condition:</p> <ol style="list-style-type: none"> 1. Total Body Repair: To include: Bumper and its grille, cover, bar/brackets; hood and its panel, mechanism/lock; grilles and its brackets; fenders' panel, holder and base; headlights base panels; battery casing; condenser/radiator tank assembly and its water reservoir, fan, holder. bracket; etc. 2. Main Frame Chassis Reconditioning: To include: Left and Right whole frame 3. Under Chassis Repairs: To include: Suspension assembly; steering rack assembly; engine cross bar; wheel alignment, and camber correction. 4. Airconditioning Evaporator Repairs: To include: Condenser, evaporator, filter drier, air cleaner, fan motor, belts; water pump assembly; tubes; test leak and freon full recharging, etc. the same color as the original car color, waxing, buffing and polishing. 5. Electrical Repairs: To include: Battery; Headlights assembly; park lights; horn assembly; wirings, etc. 6. Repainting Job: To Include: Sanding, use of primer and repainting using urethane or enamel car paint the same color as the original car color, waxing, buffing and polishing. <p>II. Contractor to inspect the vehicle at CITEM garage before submitting its bid.</p> <p>III. Contractor shall be responsible for the towing of the unit from CITEM to its repair shop.</p> <p>IV. Contractor to accomplish above repairs and make sure the vehicle is in good running condition before delivery.</p> <p>V. Warranty for parts and labor: at least 6 months</p>			

TOTAL AMOUNT IN WORDS: **One Hundred Ninety Thousand Pesos** Php **190,000.00**

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:

Name & Signature of Contractor/Supplier
 1/7/2022
 Date

BUR No. **T-AOE-21120014**

DATE **12/27/2021**

AMOUNT **Php190,000.00**

Funds Available

MALERNA C. BUYAO
 Chief, Controllership Div.

Recommended by:

REYNALDO R. GONZALES
 OIC-DC, Gen. Services Division

Approved by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department