



# JOB ORDER

CITEM STR. FR 006

|  |   |              |            |                |
|--|---|--------------|------------|----------------|
|  <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b><br>Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue<br>1300 Pasay City, Metro Manila, Philippines<br>☎ (632) 831-2201 to 09 ext. 218 ☎ (632) 831-1368 832-3965<br>✉ info@citem.com.ph @ www.citem.com.ph |  | JO Number    | JO Date    | PAGE<br>1 of 2 |
|  |   | 2024-0288-P4 | 10/18/2024 |                |
|  |   | PR No        | PR Date    |                |
|  |   | 2024-0288-P4 | 10/18/2024 |                |

|  |                             |
|--|-----------------------------|
| CONTRACTOR/SUPPLIER <b>TINCHIYAH ADVERTISING</b>   | DELIVERY TERM               |
| ADDRESS <b>Quezon City</b>                         | PAYMENT TERM <b>30 days</b> |
| MODE OF PROCUREMENT <b>Small Value Procurement</b> | PLACE OF DELIVERY           |
|  | DATE OF DELIVERY            |

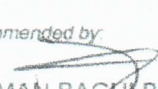




Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM)

| DESCRIPTION   | QTY/UNIT | UNIT PRICE | AMOUNT    |
|---|----------|------------|-----------|
| <b>PROJECT: MANILA FAME 2024</b>  |          |            |           |
| <b>SUBJECT: MF 2024 SIGNAGE PART 04</b>   |          |            |           |
| <b>I. PRINTING AND MATERIAL COST (DELIVERY ONLY)</b>                                |          |            |           |
| a. KATHA AWARDS TAGS (0.20m x 0.20m)<br>Printable Sticker on Sintraboard (Indoor)   | 279 pcs  | 27.60      | 7,700.40  |
| b. LUMI BOARDS (0.60m x 0.80m)<br>Printable Sticker on Foamboard (Indoor)           | 2 pcs    | 335.04     | 670.08    |
| c. TAGLAY GFX (0.21m x 0.30m)<br>Printable Sticker on Sintraboard (Indoor)          | 8 pcs    | 43.47      | 347.76    |
| <b>II. PRINTING, DELIVERY, INSTALLATION, DISMANTLING AND 2-WAY HAULING</b>          |          |            |           |
| a. DESIGN COMMUNE BOARDS (0.40m x 1.20m)<br>Printable Sticker on Foamboard (Indoor) | 10 pcs   | 480.00     | 4,800.00  |
| b. KATHA ACRYLIC (1.00m x 2.00m)<br>Board Cut-Out (Acrylic 3mm)                     | 2 pcs    | 5,990.00   | 11,980.00 |
| c. STUDIO STORAGE PANELS (1.00m x 2.50m)<br>Printable Sticker (Indoor)              | 20 pcs   | 2,500.00   | 50,000.00 |

|                       |     |
|-----------------------|-----|
| 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,<br>ATTY. MARY JANE DIAGRO-GERONIMO<br>Head, Procurement Unit  | BUR No. <u>MF 24101266</u><br>DATE <u>10/29/2024</u><br>AMOUNT <u>75,498.24</u>   | Recommended by:<br><br>NORMAN BAGULBAGUL<br>Acting DM, CCSD   |
| CONFORME:<br><br>Name & Signature of Contractor/Supplier<br>Date _____ | Funds Available<br><br>MALERNA C. BUYAO<br>Chief Controlership | Approved by:<br><br>LEAH PULIDO OCAMPO<br>Executive Director<br> |

# JOB ORDER

CITEM STR FR.006



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 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  
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|                     |                         |                   |         |
|---------------------|-------------------------|-------------------|---------|
| CONTRACTOR/SUPPLIER | TINCHIAH ADVERTISING    | DELIVERY TERM     |         |
| ADDRESS             | Quezon City             | PAYMENT TERM      | 30 days |
| MODE OF PROCUREMENT | Small Value Procurement | PLACE OF DELIVERY |         |
|                     |                         | DATE OF DELIVERY  |         |

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**III. SCOPE OF WORK AND TIMETABLE**

- The contractor shall install, Dismantle and Haul the items listed above on the specified materials and specifications.
- The contractor shall provide proofs and swatches prior to final fabrication for approval unless waived by an EDD representative but to guarantee the best output.
- The contractor shall ensure the durability and quality of the items.
- The contractor shall install the items properly and in good condition (without smudge, dirt, and stains and the like) starting on ingress of 14 October 2024 and egress on 19 October 2024.
- The contractor shall complete the installation of the requirements on 18 October 2024.
- Contractors should be at least 5 yrs in the business and must have a Very Satisfactory (VS) Rating if contractor was previously hired by CITEM.
- All above item's is/are the property of CITEM after the event unless indicated as rental or otherwise. (Items shall be delivered to the CITEM office and shall be received by the General Services Division (GSD)).
- Delay of delivery or installation will call for deduction of 10% of contract price.

|   |               |
|---|---------------|
| TOTAL AMOUNT IN WORDS. SEVENTY FIVE THOUSAND PESOS FOUR HUNDRED NINETY EIGHT & 24/100 | Php 75,498.24 |
|---|---------------|

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Very truly yours,  
 ATTY. MARY JANE DIAGRO-GERONIMO  
 Head, Procurement Unit

BUR No. MF 24101266  
 DATE 10/29/2024  
 AMOUNT 75,498.24

Recommended by  
 NORMAN BAGULBAGUL  
 Acting DM, CCSD

CONFORME:  
 Reymon G. Ferraris  
 Name & Signature of Contractor/Supplier

Funds Available  
 Maierma C. Buiso  
 Chief Controlership

Approved by  
 LEAH PULIDO OCAMPO  
 Executive Director