

# JOB ORDER

CITEM.STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> 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: <b>2025-0034</b>	JO Date: <b>1/28/2025</b>	PAGE <b>1 of 3</b>
		PR No.: <b>2025-0034</b>	PR Date: <b>1/09/2025</b>	

CONTRACTOR/SUPPLIER **ANGIE'S YAKAN HANDLOOM WEAVING**  
 ADDRESS **Yakan Village, Upper Calarian, Zamboanga City**  
 MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM \_\_\_\_\_  
 PAYMENT TERM **30 days**  
 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>MANUFACTURE OF MULTIWAYS BOLERO FOR FEMALE EMPLOYEES AND POLO BARONG FOR MALE EMPLOYEES USING LOCAL WEAVE TEXTILE FROM THE SOUTHERN PHILIPPINES</b>  <b>DETAILED SCOPE OF WORK:</b>  <b>SPECIFICATIONS</b> * Male Employees: Polo Barong made from local weave textiles from Southern Philippines  * Female Employees: Multiways Bolero made from local weave textiles from Southern Philippines  * Sizes must range from Small to 3XL.  <b>DESIGN AND FABRIC APPROVAL</b> * Provide sample designs and fabric swatches for approval by the Technical Working Group (TWG).  * Conduct sizing sessions for employees to ensure proper fit.  <b>DELIVERY</b> * Must be delivered on or before 31 January 2025.			Php768,000.00

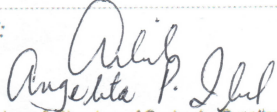
TOTAL AMOUNT IN WORDS: \_\_\_\_\_ **Php**

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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,   
**ATTY. ANNA GRACE I. MARPURI**  
 Department Manager III, CSD

BUR No. **AOE-25020164**  
 DATE **2/3/2025**  
 AMOUNT **7768,000**

Recommended by:   
**ATTY. ANNA GRACE I. MARPURI**  
 Department Manager III, CSD

CONFORME:   
 Name & Signature of Contractor/Supplier

Funds Available:   
**MALERNA C. BUYAO**  
 Chief Controllership

Approved by:   
**LEAH PULIDO OCAMPO**  
 Executive Director

Date

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Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue  
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CONTRACTOR/SUPPLIER **ANGIE'S YAKAN HANDLOOM**  
ADDRESS **WEAVING**  
**Yakan Village, Upper Calarian, Zamboanga City**  
MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM \_\_\_\_\_  
PAYMENT TERM **30 days**  
PLACE OF DELIVERY \_\_\_\_\_  
DATE OF DELIVERY \_\_\_\_\_

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>* Delivery Address: CITEM - Center for International Trade Expositions and Missions Golden Shell Pavilion, Roxas Boulevard cor, 1300 Sen. Gil J. Puyat Ave., Pasay, 1300 Metro Manila.</p> <p>ROLES/RESPONSIBILITIES OF THE CONTRACTOR/SUPPLIER/ SERVICE PROVIDER</p> <ul style="list-style-type: none"> <li>* Manufacture and deliver Polo Barong and Multiways Bolero uniforms in compliance with the specifications provided.</li> <li>* Provide sample designs and fabric swatches for TWG approval prior to production.</li> <li>* Facilitate sizing sessions for employees to ensure correct measurements.</li> <li>* Ensure timely delivery of uniforms to the specified address.</li> </ul> <p>ROLES/RESPONSIBILITIES OF CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</p> <ul style="list-style-type: none"> <li>* Provide list of employees and sizes.</li> <li>* Identify key personnel for consultations and approval processes.</li> <li>* Facilitate the review and approval of designs and fabric samples through the TWG.</li> <li>* Oversee the monitoring and evaluation process post-implementation.</li> </ul>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,  
**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

BUR No. **AOE-2502064**  
DATE **2/3/2025**  
AMOUNT **9768,000**

Recommended by:  
**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

CONFORME:  
**Angie's Yakan Handloom**  
Name & Signature of Contractor/Supplier

Funds Available  
**Malerna C. Buyco**  
Chief Controllership

Approved by:  
**LEAH PULIDO OCAMPO**  
Executive Director

Date



# JOB ORDER

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CONTRACTOR/SUPPLIER **ANGIE'S YAKAN HANDLOOM**

ADDRESS **WEAVING**

**Yakan Village, Upper Calarian, Zamboanga City**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM

PLACE OF DELIVERY

DATE OF DELIVERY

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DESCRIPTION			QTY/UNIT	UNIT PRICE	AMOUNT
Terms of Payment					
Milestones	Deliverable	% of Payment			
Delivery of Multiways Bolero	178 pcs	100%			
Delivery of Polo	78 pcs	100%			
RISK PROTECTION AND MANAGEMENT					
Off-Setting: Non-compliance with timelines or specifications will result in corresponding adjustments in payment schedules.					

TOTAL AMOUNT IN WORDS: **SEVEN HUNDRED SIXTY-EIGHT THOUSAND PESOS**

Php 768,000.00

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**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

BUR No. ADE-25020164

DATE 2/3/2025

AMOUNT 7768,000

Recommended by:

**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

CONFORME:

*Angelita P. Lhl*  
Name & Signature of Contractor/Supplier

Date

Funds Available:

*Maferna C. Buyao*

Chief Controllership

Approved by:

**LEAH PULIDO OCAMPO**

Executive Director