


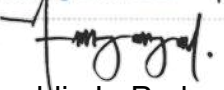

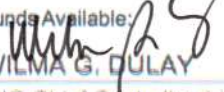


JOB ORDER

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: 2025-0296	JO Date: 06/03/2025	PAGE 1 of 5
		PR No.: 2025-0296	PR Date: 04/27/2025	
CONTRACTOR/SUPPLIER LUXENBERG MARKETING, INC. ADDRESS 2nd Flr., #10 Gov. Pascual Acacia, Malabon City MODE OF PROCUREMENT Small Value Procurement		DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY _____ DATE OF DELIVERY 30 days upon receipt of JO		
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
SUPPLY, DELIVERY AND INSTALLATION OF BRAND NEW AIR-CONDITIONING UNITS FOR CITEM OFFICE				PHP914,000.00
I. DETAILED SCOPE OF WORK:				
1. Supplier/Contractor to supply, deliver, and install the brand new air-conditioning units. Below are the specifications of the air-conditioning units and the location where the units are to be installed.				
QUANTITY	ITEM DESCRIPTION	LOCATION		
3 units	Air-Conditioner, Inverter, Package/Floor-Mounted, 5 TR - With Energy Label certified by the Department of Energy (DOE) - Warranty: At least five (5) years on compressor; At least three (3) years on circuit boards; At least one (1) year on parts and services. - Wirings, tubing, piping, insulation and other materials needed for installation included in the bid - Include brochure of the item being offered	GSP Main Hall (installed between Meeting Room 1 and CBD-EMP), HRMD (beside Clinic), and GSP Hallway (installed outside DM-SBD Office)		
3 units	Air-Conditioner, Inverter, Package/Floor-Mounted, 3 TR - With Energy Label certified by the Department of Energy (DOE) - Warranty: At least five (5) years on compressor; At least three	GSD, STREDO and SMDD		
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 <u>1/10 of 1%</u> 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 L. MARPURI Department Manager III, CSD		BUR No. <u>CO - 25060870</u> DATE <u>June 10, 2025</u> AMOUNT <u>₱914,000.00</u>		
CONFORME:  Freddie L. Padua Name & Signature of Contractor/Supplier 06-13-2025 Date		Recommended by: Approved by:  ROMLEAH JULIET P. OCAMPO Executive Director		
		Funds Available:  WILMA G. DULAY OIC-Chief Controllorship		

JOB ORDER

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2025-0296
PR No.:
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JO Date:
06/03/2025
PR Date:
04/27/2025

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CONTRACTOR/SUPPLIER **LUXENBERG MARKETING, INC.**

ADDRESS **2nd Flr., #10 Gov. Pascual Acacia, Malabon City**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY **30 days upon receipt of JO**

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QUANTITY	DESCRIPTION	LOCATION	QTY/UNIT	UNIT PRICE	AMOUNT
1 unit	(3) years on circuit boards; At least one (1) year on parts and services - Wirings tubing, piping, insulation and other materials needed for installation included in the bid - Include brochure of the item being offered Air-Conditioner, Inverter, Split-Type Wall-Mounted, 2.5 HP	GSP Main Lobby (Right Side)			
1 unit	- With Energy Label certified by the Department of Energy (DOE) - Warranty: At least five (5) years on compressor; At least three (3) years on circuit boards; At least one (1) year on parts and services - Wirings, tubing, piping, insulation and other materials needed for installation included in the bid - Include brochure of the item being offered Air-Conditioner, Inverter, Window-Type, 2 HP	Server Room			
	- With Energy Label certified by the Department of Energy (DOE) - Warranty: At least five (5) years on compressor; At least three (3) years on circuit boards; At least one (1) year on parts and services - Wirings and other materials needed for installation included in the bid - Include brochure of the item being offered				

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

Freddie L. Padua

Name & Signature of Contractor/Supplier

06-13-2025

Date

BUR No.

CO-25060870

DATE

June 10, 2025

AMOUNT

9914,000.00

Recommended by:

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Approved:

ROMLEAH JULIET P. OCAMPO

Executive Director

JOB ORDER

CITEM.STR.FR.006



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2025-0296
PR No.:
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JODate:
06/03/2025
PR Date:
04/27/2025

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CONTRACTOR/SUPPLIER **LUXENBERG MARKETING, INC.**

ADDRESS **2nd Flr., #10 Gov. Pascual Acacia, Malabon City**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY **30 days upon receipt of JO**

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
<p>2. Supplier/Contractor to dismantle the old air-conditioning units prior to installation of the brand-new air-conditioning units.</p> <p>II. Roles/Responsibilities of the Contractor/Supplier/Service Provider</p> <p>1. Supplier/Contractor to conduct ocular visit at CITEM to inspect the actual location where the brand-new air-conditioning units are to be installed, and to measure the wiring, tubing, and piping needed for the units. Cost of the wirings, tubing, piping, and other materials shall already be included in the bid.</p> <p>2. Supplier/Contractor to install and commission the brand-new air-conditioning units on Weekend/s or Holiday/s in coordination with CITEM. Work Permit shall be needed for this purpose.</p> <p>3. Supplier/Contractor to provide manpower, tools, equipment, consumables, and other materials necessary for the installation of the brand-new air-conditioning units. Cost of labor and materials shall be borne by the Supplier/Contractor.</p> <p>4. Supplier/Contractor to ensure the commissioning of the brand-new air-conditioning units after installation works.</p> <p>5. Supplier/Contractor to ensure the area clean and organized after the installation works.</p> <p>6. Supplier/Contractor to take all precautionary measures to ensure the safety</p>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

Freddie L. Padua

Name & Signature of Contractor/Supplier

06-13-2025

Date

BUR No.

W-25060870

Recommended by:

DATE

June 10, 2025

AMOUNT

9914,000.00

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

JOB ORDER

CITEM.STR.FR.006



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JO Number:
2025-0296
PR No.:
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06/03/2025
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04/27/2025

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CONTRACTOR/SUPPLIER **LUXENBERG MARKETING, INC.**

ADDRESS **2nd Flr., #10 Gov. Pascual Acacia, Malabon City**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY **30 days upon receipt of JO**

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
of its employees.			
7. Supplier/Contractor to provide update or accomplishment report after installation works.			
8. Supplier/Contractor to provide Warranty Certificate for the brand-new air-conditioning units.			
III. Roles/Responsibilities of CITEM			
1. CITEM shall assist the Supplier/Contractor during their ocular visit to coordinate the desired works and output.			
2. CITEM shall assist the Supplier/Contractor during dismantling and installation works.			
IV. TERMS OF PAYMENT			
Full payment of 100% shall be processed after the complete delivery and full installation of Band-New Air-Conditioning Units and will commence upon the submission of contractor's Delivery Receipt and Service Invoice.			
V. RISK PROTECTION AND MANAGEMENT (i.e. off-setting, penalties, or deductions)			
1. Supplier/Contractor to repair and/or replace any damage to the property of CITEM that may be caused by the Supplier/Contractor during the installation works.			
2. Supplier/Contractor to replace the brand-new air-conditioning units within seven			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

Freddie L. Padua

Name & Signature of Contractor/Supplier

06-13-2025

Date

BUR No.

10-25060870

DATE

June 10, 2025

AMOUNT

9914,000.00

Recommended by:

Funds Available

WILMA G. DULAY

OIC-Chief Controllorship

Approved by:

ROMLEAH JULIE P. OCAMPO

Executive Director

JOB ORDER

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CONTRACTOR/SUPPLIER LUXENBERG MARKETING, INC. ADDRESS 2nd Flr., #10 Gov. Pascual Acacia, Malabon City MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY _____ DATE OF DELIVERY 30 days upon receipt of JO
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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
<p>(7) working days if the item/s is/are found to be defective or not in conformity with the specifications upon delivery.</p> <p>3. Supplier/Contractor shall deliver and install all air-conditioning units within thirty (30) days upon receipt of Job Order (JO). In case of delay in the delivery or performance of the works, a penalty equal to one-tenth (1/10) of one percent (1%) of the contract price shall be imposed for every day of delay.</p> <p>4. Supplier/Contractor shall observe the air-conditioning units within seven (7) working days from installation date. In case hidden defects are discovered within the observation period, the Supplier/Contractor shall immediately replace the unit/s. The air-conditioning units shall run smoothly for 7 working days to be considered fully operational.</p> <p>5. Supplier/Contractor shall provide at least one (1) year service warranty for the air-conditioning units.</p>			

TOTAL AMOUNT IN WORDS: NINE THUNDRED FOURTEEN THOUSAND PESOS	Php 914,000.00
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Very truly yours,
 ATTY. ANNA GRACE I. MARPURI
 Department Manager, CSD

CONFORME:

Freddie L. Padua

Name & Signature of Contractor/Supplier

06-13-2025

Date

BUR No. **CO-25060870**

Recommended by:

DATE **June 10, 2025**

AMOUNT **914,000.00**

Funds Available:

WILMA G. DULAY

OIC-Chief, Controllorship

Approved by:
ROMLEAH JULIET P. OCAMPO
 Executive Director