

JOB ORDER

CITEM.STR.FR.006

CITEM 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	dti	JO Number: 2024-0604	JO Date: 12/27/2024	PAGE 1
		PR No.: 2024-0604	PR Date: 12/20/2024	
CONTRACTOR/SUPPLIER INNOVATION PRINTSHOPPE, INC.		DELIVERY TERM _____		
ADDRESS 2224-2225 Concha St., San Andres Bukid, Sta. Ana, Manila		PAYMENT TERM _____		
MODE OF PROCUREMENT Small Value Procurement		PLACE OF DELIVERY _____		
		DATE OF DELIVERY 5 working days from receipt of complete materials		
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
PRINTING OF MANILA FAME 2025 BUYER CAMPAIGN BROCHURE		3,000.00 pcs	12.40	Php37,200.00
SPECIFICATION: Size: 5 7/8" x 8 1/4" - Folded 23 1/2" x 8 1/4" - Spread Stock: Matt Coated 120 lbs. with matt lamination Color: Full Color, 2 sides printing Process: Litho Offset No. of Pages: 4 panels Binding: Folded with scoring				
TOTAL AMOUNT IN WORDS: THIRTY SEVEN THOUSAND TWO HUNDRED PESOS				Php 37,200.00
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 Purchase Order upon delivery.				
Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept.		BUR No. MF-24121427 DATE December 27, 2024 AMOUNT P 37,200.00		Recommended by: MARJO F. EVIO Department Manager, SBD
CONFORME: Kenneth Mallari Name & Signature of Contractor/Supplier		Funds Available: MALERNA C. BUYAO Chief Controllorship		Approved by: LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR