

# 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: <b>2024-0443-A</b>	JO Date: <b>10/17/2024</b>	PAGE <b>1/2</b>
PR No.: <b>2024-0443</b>	PR Date: <b>09/20/2024</b>	

CONTRACTOR/SUPPLIER **FRANCESKA GAJDOVA**  
 ADDRESS **252 CHEMIN DES BARMES 69210 L'ARBRESLE**  
 MODE OF PROCUREMENT **Overseas Procurement**

DELIVERY TERM.....  
 PAYMENT TERM.....  
 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>HIRING OF STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN SIAL PARIS 2024</b>  Date Needed: 19-23 OCTOBER 2024  Scope of Work: The Stand Assistant (min.) of the 110sqm Philippine Pavilion (Hall 4 K190) shall: 1. Study and familiarize in advance the information of the (19) companies and their products before the period of engagement 2. Be physically present at the Paris-Nord Villepinte Exhibition Centre (82 Avenues des Nations, 93420 Villepinte, France) from 19-23 October 2024, 9:00AM-6:00PM (lunchbreak included) 3. Engage visitors/buyers in conversation, answer queries about the products or companies, ask qualifying questions to generate inquiries and sales leads, and endorse them to the company representative/s 4. Act as interpreter, when necessary 5. Collect/assist in the daily connection of the CITEM-required forms and business cards to be endorsed to CITEM personnel and, if necessary, assist in the encoding of relevant sale/inquiry/contact details 6. Man and maintain the orderliness of the pavilion	1 pax		EUR1,500.00 or PHP93,579.15

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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. MARY JANE DIAGRO-GERONIMO, CPA  
 Procurement, Unit Head

BUR No. SIAL 24101283

DATE 10.30.2024

AMOUNT ₱ 93,579.15

Recommended by

**ROWENA G. MENDOZA**  
 Department Manager, CBD

CONFORME:

Approved by:

**LEAH PULIDO OCAMPO**  
 EXECUTIVE DIRECTOR

**FRANCESKA GAJDOVA**  
 Name & Signature of Contractor/Supplier

Funds Available

only 9/15  
**MALERNA C. BUYAO**  
 Chief Controllorship

Date

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CONTRACTOR/SUPPLIER <b>FRANCESKA GAJDOVA</b>	DELIVERY TERM _____
ADDRESS <b>252 CHEMIN DES BALMES 69210 L'ARBRESLE</b>	PAYMENT TERM _____
MODE OF PROCUREMENT <b>Overseas Procurement</b>	PLACE OF DELIVERY _____
	DATE OF DELIVERY _____

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<p>7. Submit a post-event report with services rendered, insights/intel, and recommendations (can submit one report for the 2 stand assistants)</p> <p><b>QUALIFICATIONS</b>                      The individuals or firm must:                      1. Have a background of at least two years in live marketing events, sales, or exhibitions, preferably with experience in working with CITEM                      2. A fluency in both English and French                      3. Must submit Resume or Curriculum Vitae</p> <p><b>BUDGET AND PAYMENT TERMS:</b>                      -Total Budget is at EURO 3,000 (EURO 1,500 per pax for 5 days / EURO 300 per day, per pax) inclusive of all incidental expenses (transpo and meals) and applicable taxes and charges                      -Full Payment upon project completion and submission of report on services rendered and recommendations</p> <p style="text-align: right;">ONE THOUSAND FIVE HUNDRED EUROS OR TOTAL OF <b>EUR1,500.00</b> or</p>			

TOTAL AMOUNT IN WORDS: **NINETY THREE THOUSAND FIVE HUNDRED SEVENTY NINE AND 15/100 PESOS** **Php93,579.15**

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Very truly yours,  ATTY. MARY JANE DIAGRO-GERONIMO, CPA Procurement, Unit Head CONFORME:	BUR No. <b>SIAL 24101283</b> DATE <b>10/30/2024</b> AMOUNT <b>₱93,579.15</b>	Recommended by:  <b>ROWENA G. MENDOZA</b> Department Manager, CBD
FRANCESKA GAJDOVA <small>Name &amp; Signature of Contractor/Supplier</small> _____ Date: _____	Funds Available: <b>ONLY</b> MALERNA C. BUYAO Chief Contollership	Approved by:  <b>LEAH PULIDO OCAMPO</b> EXECUTIVE DIRECTOR