

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:
2025-0330-R1
PR No.:
2025-0330-R1

JO Date:
05/20/2025
PR Date:
05/16/2025

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CONTRACTOR/SUPPLIER **MSD GODSPEED EXHIBITS CORP.**
 ADDRESS 324 NAVY ROAD VETERANS VILLAGE, BRGY. HOLY SPIRIT,
 QUEZON CITY
 MODE OF PROCUREMENT Direct Contracting

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
SUPPLY, INSTALLATION, DISMANTLING OF ALUMINUM SYSTEM-BASED PAVILION FOR LGU BUGUEY IN IFEX PHILIPPINES 2025			Php220,000.00
I. FLOORING (RENTAL)			
a. Charcoal Grey Carpet	27 sqm		
II. MAIN STRUCTURE			
a. Aluminum System Based Structure with 3/4" THK Plywood cladding	1 lot		
b. Aluminum System Based Lightbox	3 sets		
c. Reception Counter 1.20m x 0.40m x 0.90m HT	1 unit		
d. Metal Slats with Base	1 lot		
III. FURNITURE (RENTAL)			
a. 1-Seater Sofa	2 units		
b. 2 Seater Sofa	1 unit		
c. Wooden round coffee table	1 unit		
d. White Barstool	1 unit		
IV. FIXTURES (PURCHASE)			
a. 6-Layer Boltless Rack Shelves (black frame)	4 units		
b. 3-Layer Boltless Rack Shelves (black frame)	4 units		
V. GRAPHICS (PURCHASE)			
a. Graphics on fabric	26 sqm		
b. Printable sticker on sintra	6 sqm		
c. Printable sticker cut-out on sintra	12 sqm		
VI. EQUIPMENT (RENTAL)			
a. 24-hour Chest Freezer	1 set		

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, Corporate Services Dept.

CONFORME: Alma P. Encalada

Name & Signature of Contractor/Supplier

Date

BUR No. IFEX-25050728

DATE May 26, 2025

AMOUNT P 220,000.00

Funds available:

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

ROWENA G. MENDOZA
 Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO
 EXECUTIVE DIRECTOR

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ADDRESS 324 NAVY ROAD VETERANS VILLAGE, BRGY. HOLY SPIRIT, QUEZON CITY
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
VII. LIGHTING & ELECTRICAL (RENTAL)			
a. 20 watts LED flood light (warm white)	1 unit		
b. 20 watts LED spotlight (warm white)	5 units		
c. 3 gang convenience outlet	5 units		
d. wirings, conduits	1 lot		
VIII. LOGISTICS			
Delivery, Installation and Dismantling			
Manpower onsite duty during Event Show			

TOTAL AMOUNT IN WORDS: TWO HUNDRED TWENTY THOUSAND PESOS Php 220,000.00

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Very truly yours,
ATTY. ANNA GRACE MARPURI
 Department Manager, Corporate Services Dept.
 CONFORME: *Anna P. Guitalous*

BUR No. *IFEX-25050728*
 DATE *May 26, 2025*
 AMOUNT *P220,000.00*

Recommended by:
ROWENA G. MENDOZA
 Department Manager, CBJ

[Signature]
 Name & Signature of Contractor/Supplier
 Date

Fund Available:
[Signature]
WILMA G. DUBAY
 OIC-Chief Controllership

Approved by: *[Signature]*
ROMLEAH JULIET P. OCAMPO
 EXECUTIVE DIRECTOR