

# 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:  
2024-0345

JO Date  
9/17/2024

PAGE

1 of 4

PR No.:  
2024-0345

PR Date:  
8/07/2024

CONTRACTOR/SUPPLIER MSD GODSPEED EXHIBITS CORP.

ADDRESS Holy Spirit, Quezon 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
RENTAL, INSTALLATION, DISMANTLING AND 2-WAY HAULING FOR ARTISANS VILLAGE IN MANILA FAME 2024			
I. MOBILIZATION	1 lot	40,000.00	40,000.00
II. 60sqm CARPET FLOORING black needle punch carpet (6m x 10m) RENTAL	4 lot	22,500.00	90,000.00
III. STRUCTURE FRAMING (RENTAL) 2" x 4" metal tubular framing with paint finish (half of structure in white or gray paint, half in brown or wood finish) (A.P.F.) (see details)	4 lot	75,000.00	300,000.00
IV. PLYWOOD WALL CLADDING (RENTAL) a. 1/2 inch plywood mounted on tubular structure with paint finish (see details) b. 2 sets of 2m x 4.2mH (textured cement paint finish) c. 1 set of 1.8m x 3.3mH (natural wood, clear varnish finish)	4 lot	19,736.00	78,944.00
V. GEENA CLOTH 50 sqm white geena cloth mounted on tubular structure with stiffener (see details) (RENTAL)	4 lot	8,076.92	32,307.68
VI. PLYWOOD FLOORING (RENTAL) a. 1 set 3/4 inch plywood flooring in 2m x 1.5m in textured cement paint finish (same finish with adjacent wall)	4 lot	4,287.00	17,148.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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. MF-24091032

DATE SEPT. 20, 2024

AMOUNT ₱ 983,091.68

Recommended by:

NORMAN BAGULBAGUL  
Acting Dept. Manager, CCSD

CONFORME:

Ninove O. Campos  
Name & Signature of Contractor/Supplier

Funds Available:

MALERNA C. BUYAO

Chief Controllership

Approved by:

LEAH PULIDO OCAMPO  
Executive Director

Date

# 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:  
2024-0345

JODātē  
9/17/2024

PAGE

PR No.:  
2024-0345

PR Date:  
8/07/2024

2 of 4

CONTRACTOR/SUPPLIER MSD GODSPEED EXHIBITS CORP.  
 ADDRESS Holy Spirit, Quezon 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. 1 set of 3/4 inch plywood flooring in 1.5m x 1.5m in clear natural wood or clear varnish finish (same finish with adjacent wall)			
c. 1 set of 3/4 inch plywood flooring in 1.5m x 1.5m in clear white or gray paint finish (same finish with adjacent wall)			
<b>VII. FREE STANDING SHELVES (RENTAL)</b> 10 sets of 5 layer free standing shelves in 1.2m x 0.3m x 1.8mH in tubular metal framing with wooden shelves	4 lot	44,378.00	177,512.00
<b>VIII. TRACK LIGHTS WITH TRACK BAR (RENTAL)</b> 10 sets of track light with track bar (3 lights and 1 bar set (in warm white lighting and white finish	4 lot	22,247.00	88,988.00
<b>IX. LED STRIP LIGHT (RENTAL)</b> LED strip light daylight 50 linear meter with connectors	4 lot	1,450.00	5,800.00

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. MF - 24091032  
 DATE SEPT. 20, 2024  
 AMOUNT ₱ 983,091.68

Recommended by:  
  
 NORMAN BACULBAGUL  
 Acting Dept. Manager, CCSD

CONFORME:  
  
 Winlove D. Campos  
 Name & Signature of Contractor/Supplier

Funds Available:  
  
 Malerna C. Buyas  
 Chief Controllership

Approved by:  
  
 LEAH PULIDO OCAMPO  
 Executive Director

Date

# 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:  
2024-0345

JODate  
9/17/2024

PAGE  
3 of 4

PR No.:  
2024-0345

PR Date:  
8/07/2024

CONTRACTOR/SUPPLIER MSD GODSPEED EXHIBITS CORP.  
 ADDRESS Holy Spirit, Quezon City  
 MODE OF PROCUREMENT Small Value 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
X. WIRINGS AND CONDUITS (RENTAL)	4 lot	5,000.00	20,000.00
a. 15 sets of 2-gang convenience outlet			
b. 1 lot wiring for the tracklight			
c. 1 lot wiring for exhibitor products			
XI. TABLES AND CHAIRS (RENTAL)	4 lot	22,000.00	88,000.00
a. 2 pcs 90cm round table in wooden legs, metal brackets and wooden top (see details)			
b. 8 pcs chair in wood and plastic material			
XII. GRAPHICS (RENTAL)	4 lot	11,098.00	44,392.00
10 sqm graphics in digital print sticker cut-out mounted on foamboard			

TOTAL AMOUNT IN WORDS:

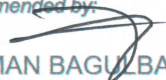
Php

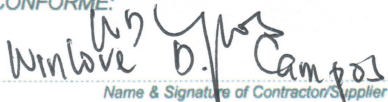
This order is placed subject to the following terms and conditions:

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. MF-24091032  
 DATE SEPT 20, 2024  
 AMOUNT ₱ 983,091.68

Recommended by:  
  
 NORMAN BAGUL BAGUL  
 Acting Dept. Manager, CCSD

CONFORME:  
  
 Name & Signature of Contractor/Supplier

Funds Available:  
  
 Malerna C. Buydo  
 Chief Controllership

Approved by:  
  
 LEAH PULIDO OCAMPO  
 Executive Director

Date

# 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:  
2024-0345

JODātē  
9/17/2024

PAGE  
4 of 4

PR No.:  
2024-0345

PR Date:  
8/07/2024

CONTRACTOR/SUPPLIER MSD GODSPEED EXHIBITS CORP.  
 ADDRESS Holy Spirit, Quezon 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>SCOPE OF WORK:</b>			
1. The Contractor shall Install, Dismantle and Haul the items listed above on the specified materials and specifications. 2. The Contractor shall provide proofs and swatches prior to final fabrication for approval unless waived by an EDD representative but to guarantee the best output. 3. The contractor shall ensure the durability and quality of the items. 4. The contractor shall install the items properly and in good condition (without smudge dirt, and stains and the like) starting on ingress of 14 October 2024 - 16 October, 2024 and egress on 19 October 2024, 7:00PM - 12MN. 5. The contractor shall complete the installation of the requirements on 15 October 2024, 11:59PM. 6. Contractors should be at least 5 years in the business and must have a Very Satisfactory (VS) Rating if contractor was previously hired by CITEM. (Please provide company profile and list of projects for the past three (3) years). 7. All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise. Items shall be delivered to the CITEM office and shall be received by the General Services Division (GSD).			

TOTAL AMOUNT IN WORDS: NINE HUNDRED EIGHTY-THREE THOUSAND NINETY-ONE PESOS & 68/100      Php983,091.68

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. WF-24091032  
 DATE SEPT. 20, 2024  
 AMOUNT ₱983,091.68

Recommended by:  
  
**NORMAN BAGULBAGUL**  
 Acting Dept. Manager, CCSD

CONFORME:  
  
 Name & Signature of Contractor/Supplier

Funds Available:  
  
**Malerna C. Buyao**  
 Chief Controllorship

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

\_\_\_\_\_ Date