

# JOB ORDER

CITEM.STR.FR.006



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Boulevard corner San Gil J. Puyat Avenue  
1300 Pasay City, Metro Manila, Philippines  
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JO Number:  
2025-0342JO Date:  
05/22/2025

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PR No.:  
2025-0342PR Date:  
05/15/2025CONTRACTOR/SUPPLIER **DISCOVERY TEA CRAFT INC.**ADDRESS TAO CORPORATE CENTER, 90 P E SAN ANTONIO,  
PASIG CITY

MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM

PAYMENT TERM 30 days

PLACE OF DELIVERY CITEM

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        |
|--|-----------|------------|---------------|
| PROCUREMENT OF TOKENS FOR SSX CONFERENCE<br>SPEAKERS | 100 boxes | 1,745.00   | Php174,500.00 |

## TEA, JAM AND GLASS TUMBLER GIFT BOX SET

### Inclusions:

- Herbal Tea – three (3) Variants, ten (10) bags each (at least 135g total net weight)
- Fruit Jam – one (1) jar (28g)
- Glass Tumbler with tea infuser (350ml capacity)

### Specifications:

- All items must be assembled and packaged as a single gift set
- Packaging must be presentable and suitable for official tokens
- Must avoid the use of single-use plastic and unnecessary packing materials
- All products must be eco-friendly and non-toxic
- Gift box must be personalized to include SSX Conference details (e.g. event title, logo, date)

TOTAL AMOUNT IN WORDS: ONE HUNDRED SEVENTY FOUR THOUSAND FIVE HUNDRED PESOS

Php174,500.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

CONFORME:

Jamir Nino P. Ocampo  
Name & Signature of Contractor/Supplier

Date

BUR No. SSX-25050771DATE May 26, 2025AMOUNT Php174,500.00

Funds Available:  
WILMA G. DULAY  
OIC-Chief Controllorship

Recommended by:

ROMENA G. MENDOZA  
Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO  
EXECUTIVE DIRECTOR

## MEMORANDUM



For : **LEAH PULIDO OCAMPO**  
Executive Director

Copy : **PROCUREMENT UNIT**

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

Date : June 26, 2025

Subject : **Adjustment of Delivery Date of the Tokens for SSX Conference Speakers from May 22 to May 23, 2025**

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In relation to the procurement of 100 boxes of tokens for the SSX Conference Speakers, which were initially scheduled for delivery on May 22, 2025, this memorandum is submitted to justify the adjustment of the delivery date to May 23, 2025. The revised Purchase Request was received by the BAC on May 15, 2025, and the opening of bids was conducted on May 20, 2025.

Following the completion of internal procurement and approval processes, the Notice of Award was issued and received by the winning bidder, Discovery Tea Craft Inc., on May 22, 2025. As a result, the delivery was made the following day, May 23, 2025.

Although the delivery was adjusted, it was ensured that the tokens were distributed to the conference speakers as intended. For reference, attached is the list of recipients. The remaining units of the tea sets have been turned over to the TPS–Consumer & Allied Services Division for future distribution to IFEX–SSX stakeholders.

Thank you.