

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:	2025-0102	JODate:	2/11/2025	PAGE
		PR No.:	2025-0102	PR Date:	2/06/2025	

CONTRACTOR/SUPPLIER ARTISAN PLUS TECHNICAL SERVICES	DELIVERY TERM
ADDRESS Dubai	PAYMENT TERM
MODE OF PROCUREMENT Overseas Procurement	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
HIRING OF STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN GULFOOD 2025	1	pax	USD1,305.25 or PHP75,859.82
Date Needed/Delivery Date: 17 February 2025			
Stand Assistant to be hired for five (5) days: 17-21 February 2025			
Scope of Work:			
1. Provide assistance to CITEM Onsite Officers			
2. Encourage buyers/visitors to visit the Philippine booth			
3. Engage with Gulfood participants			
- Collect business cards from importers and distributors participating in Gulfood			
- Take photographs of the booth of these importers			
4. Documentation of Booths			
- Capture full photographs of the Asian Booths present at the event			
5. Sales Report Collection			
- Assist in gathering and organizing sales reports at the end of each day			
6. Information gathering and reporting			
- If acting as translator, provide significant insights on prices, quality, packaging, and other key information gathered from the discussion with attendees.			
ONE THOUSAND THREE HUNDRED FIVE US DOLLARS & 25/100			USD1,305.25

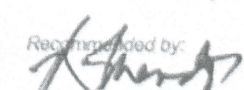
TOTAL AMOUNT IN WORDS: SEVENTY FIVE THOUSAND EIGHT HUNDRED FIFTY-NINE PESOS & 82/100 Php 75,859.82

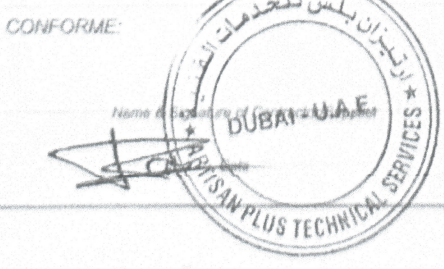
This order is placed subject to the following terms and conditions:
 The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the 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, she 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.

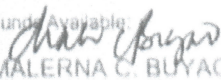
Very truly yours,

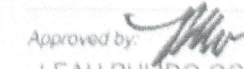
ATTY. ANNA GRACE I. MARPURI
 Department Manager, CSP

BUR No. GF-2502024
 DATE FEB 14, 2025
 AMOUNT PHP 75,859.82

Recommended by:

ROWENA G. MENDOZA
 Department Manager, CBD



Funds Available

MALERNA C. BUYAO
 Chief Controllorship

Approved by:

LEAH PULIDO OCAMPO
 Executive Director