

# 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  
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JO Number:  
**2024-0266**

JO Date:  
**07/04/2024**

PAGE

PR No.:  
**2024-0266**

PR Date:  
**06/19/2024**

CONTRACTOR/SUPPLIER **FRANC & MARCEL GRAPHICS AND CONSTRUCT CORPORATION**  
 ADDRESS **HSIRI Apartelle, A. Mabini, Caloocan 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
<b>PRINTING, DELIVERY, AND INSTALLATION OF MARQUEE, OUTDOOR SIGNAGE, AND ROLL-UP SIGNAGE FOR CITEM OFFICE</b>			<b>Php61,260.00</b>
<b>I. CITEM MARQUEE (4.70m x 2.75m) Panaflex Signage</b>	1 lot	Php32,010.00	
<b>II. CITEM OUTDOOR SIGNAGE (1.83m x 1.00m) Waterproof Vinyl Decal or Sticker</b>	1 lot	Php15,650.00	
<b>III. CITEM ROLL-UP (1.90m x 2.50m) Tarpaulin with Roll-up Mechanism</b>	1 lot	Php13,600.00	

**Scope of Work:**

- The contractor shall Install, Dismantle, and Haul the items listed above on the specified materials and specifications.
- The contractor shall ensure the durability and quality of the items.
- The contractor shall install the items properly and in good condition (without smudge, dirt, stains and the like) starting on 08 July 2024.
- The contractor shall complete installation of the requirements on 08 July 2024.
- Contractors should be at least five (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.
- 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).
- Delay of delivery or installation will call for deduction of 10% of contract price.

TOTAL AMOUNT IN WORDS: **Sixty One Thousand Two Hundred Sixty Pesos**      **Php 61,260.00**

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 Job Order upon delivery.

Very truly yours,

**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, CS Department

CONFORME:

**Gregorio E. Garcia**

Name & Signature of Contractor/Supplier

**July 5, 2024**

Date

BUR No. **HOE-24070687**

DATE **JULY 08, 2024**

AMOUNT **Php61,260.00**

Funds Available:

**MALERNA C. BUYAO**  
 Chief, Controllorship Division

Recommended by:

**NORMAN D. BAGULBAGUL**  
 OIC-DM, CCSD

Approved by:

**LEAH PULIDO OCAMPO**  
 Executive Director