

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
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JO Number:	JO Date	PAGE 1
2025-0002-EPA	01/03/2025	
PR No.:	PR Date:	
2025-0002-EPA	11/18/2024	

CONTRACTOR/SUPPLIER DR. ELAISA HAASE	DELIVERY TERM
ADDRESS	PAYMENT TERM
3818 Abrille St., BFRV, Las Pinas City	PLACE OF DELIVERY
MODE OF PROCUREMENT Small Value Procurement	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 SERVICE PROVIDER/CONSULTANT AS OCCUPATIONAL HEALTH PHYSICIAN FOR CY 2025 SCOPE OF WORK The Occupational Health Physician shall schedule a (1) completion of eight (8) hours per week of onsite consultation from Monday to Friday and (2) on-call teleconsultations for other health concerns, wellness meetings and other emergency situations. Other deliverables for the contract period: 1. Medical reports for various purposes such as documenting the health status of an employee, providing recommendations for work adjustment, or evaluating the fitness for work, or fitness in relation to official travel abroad. 2. Health and safety policies for CITEM based on the results of workplace assessments, ergonomic practices, infection control measures, etc. 3. Health and Wellness Programs such as seminars/training sessions, wellness initiatives and health screenings. TERMS OF PAYMENT Payment of Professional Service Fee is not to exceed the amount of Forty-Five Thousand Pesos (PHP 45,000.00) inclusive of all applicable taxes. Processing of payment of services rendered is scheduled every 30th of the month. CONTRACT PERIOD Contract of Services will take effect after the awarding of the Bids and Awards Committee until 31 December 2025 or unless sooner revoked by CITEM. Expenses shall be charged to CITEM HR PMP 2025.	1 lot	PHP 45,000.00 <i>Per month</i>	PHP 540,000.00
TOTAL AMOUNT IN WORDS: FORTY-FIVE THOUSAND PESOS PER MONTH OR A TOTAL OF FIVE HUNDRED FORTY THOUSAND PESOS			Php 45,000.00/mo. or PHP 540,000.00

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,	BUR No. <u>1408-2501/0137</u>	Recommended by:
ATTY. ANNA GRACE I. MARPURI	DATE <u>Jan 28, 2025</u>	
DM-Corporate Services Department	AMOUNT <u>₱ 540,000.-</u>	ATTY. ANNA GRACE I. MARPURI
CONFORME:		DM-Corporate Services Department
	Funds Available: <u>_____</u>	Approved by:
Name & Signature of Contractor/Supplier	MALENA G. BOYAO	LEAH PULIDO OCAMPO
Date	Chief Controllership	Executive Director