

# 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  
 ☎ (832) 831-2201 to 09 ext. 218 📠 (832) 831-1368, 832-3965  
 ✉ info@citem.com.ph 🌐 www.citem.com.ph



JO Number:	JO Date	PAGE
2024-0557-R1	12/13/2024	1
PR No.:	PR Date:	
2024-0557-R1	11/27/2024	

CONTRACTOR/SUPPLIER <b>LUMICANDLESPH OPC</b>	DELIVERY TERM <b>5 days after issuance of JO/PO</b>
ADDRESS Continental Court, 47 Annapolis st., San Juan	PAYMENT TERM _____
MODE OF PROCUREMENT <b>Small Value Procurement</b>	PLACE OF DELIVERY <b>CITEM</b>
	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>PROCUREMENT OF CITEM 'S CORPORATE GIFTS</b>			
1. CANDLE WITH REED DIFFUSER BUNDLE WITH PACKAGING	30 pcs	PHP 1,800.00	PHP 54,000.00
2. SCENTED CANDLES (100ML) WITH PACKAGING	70 pcs	PHP 400.00	PHP 28,000.00
Type of Wax: Paraffin or Beeswax Scent: Natural (Bamboo, Eucalyptus, Lavender and the likes) Color: White or Beige Other features: contained in Glass Jar			

TOTAL AMOUNT IN WORDS: **EIGHTY-TWO THOUSAND PESOS** Php **82,000.00**

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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,

**ATTY. ANNA GRACE T. MARPURA**  
 DM-Corporate Services Department

CONFORME:

**ANGELICA CUNANAN**

Name & Signature of Contractor/Supplier

Date

BUR No. 10-24121528

DATE December 19, 2024

AMOUNT ₱ 82,000.00

Funds Available:  
**MALERNA G. BUYAO**  
 Chief Controllership

Recommended by:

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