

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
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JO Number: 2024-0463	JO Date: 10/10/2024	PAGE 1
PR No.: 2024-0463	PR Date: 09/26/2024	

CONTRACTOR/SUPPLIER KNIT AND TUCK	DELIVERY TERM
ADDRESS MERCHANDISING	PAYMENT TERM
Lot 2 Block 4 Ocean Park, Road Sauyo Novaliches, Quezon 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
FABRICATION OF 800 PIECES BAGS FOR VIB, VIP AND MEDIA IN MANILA FAME 2024	800 pcs	PHP 210.00	PHP 168,000.00
Specifications: Bag Material: Cotton Canvas Strap Material: Canvas Print: Sublimation/Silk Screen Size: 16inch height, 14inch length, 4.5inch depth, 1.25inch strap width, 21inch strap length			

TOTAL AMOUNT IN WORDS: **ONE HUNDRED SIXTY-EIGHT THOUSAND PESOS** Php 168,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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. MARY JANE DIAGRO-GERONIMO
 Head, Procurement Unit

BUR No. MF-2410116
 DATE 10/11/2024
 AMOUNT ₱ 168,000.-

Recommended by:
MARJOF. EVIO
 DM-Service Business Department

CONFORME:

CARENG GALIVO
 Name & Signature of Contractor/Supplier
 Date: _____

Funds Available:

MALERNA C. BULCAO
 Chief Controllership

Approved by:

LEAH PULIDO OCAMPO
 Executive Director

MEMORANDUM

Ok. Chm 12.17
FOR : MA. LOURDES D. MEDIRAN
Deputy Executive Director

COPY : BIDS AND AWARDS COMMITTEE

FROM: *AM*
ANNA MARIE D. ALZONA
Division Chief, CGD-SBD

DATE : 09 DECEMBER 2024

RE : CHANGE OF DELIVERY DATE

May we request a twenty-eight (28) days adjustment of the delivery date of 800 Manila FAME bags intended for buyers, from the PR requested date of 17 October 2024 to 12 November 2024. The Request for Quotation (RFQ) which was given to the bidder/ supplier did not specify delivery date, which has led to scheduling challenges.

For consideration please.

Thank you.