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: 2025-0395	JO Date 07/01/2025	PAGE 1of3
	PR No.: 2025-0395	PR Date: 06/04/2025	

CONTRACTOR/SUPPLIER GOLDEN ROAD TOURIST TRANSPORT SERVICE COOPERATIVE

ADDRESS C. Abueg St., Poblacion, Rosario, Cavite

MODE OF PROCUREMENT SMALL VALUE PROCUREMENT

DELIVERY TERM

PAYMENT TERM 30 days

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
PROCUREMENT OF SHUTTLE VAN SERVICES FOR THE 2025 AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY EVENT DATES: 17 – 19 July 2025 LOCATION: The activity will be held at a venue located within a 155-kilometer radius from CITEM, Pasay City, and situated north or northwest of Metro, Manila, specifically in areas such as Bataan, Zambales, or nearby provinces. The site will be accessible via major land routes and expressways such as NLEX and SCTEX and is reachable within a maximum of 3 hours and 45 minutes of driving time under normal traffic conditions. NOTE: The exact event venue will be finalized and officially communicated to the winning service provider once the selection process has been completed. 1. NUMBER OF REQUIRED SHUTTLE VANS: * Ten (10) air-conditioned commuter vans * Each van must have at least 10 to 12 passenger seats, excluding the driver 2. SERVICE DURATION: * Departure from CITEM, Pasay City: Morning of 17 July 2025 * Return to CITEM: Afternoon of 19 July 2025	1 lot		PHP19,500.00/ unit or a total of PHP195,000.00
TOTAL AMOUNT IN WORDS:			Php

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 I. MARPURI
Department Manager III, CSD

BUR No. AOP-HRMD-25070984

DATE 7/4/2025

AMOUNT P195,000.00

Recommended by:

CONFORME:

EMELY JUNE B. FLORES
Name & Signature of Contractor/Supplier
JULY 10, 2025
Date

Funds Available:
WILMA G. DULAY
OIC-Chief Controllership

Approved by:
ROMLEAH JULIET P. OCAMPO
Executive Director

JOB ORDER

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Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
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CONTRACTOR/SUPPLIER GOLDEN ROAD TOURIST
ADDRESS TRANSPORT SERVICE COOPERATIVE
C. Abueg St., Poblacion, Rosario. Cavite
MODE OF PROCUREMENT SMALL VALUE PROCUREMENT

DELIVERY TERM
PAYMENT TERM 30 days
PLACE OF DELIVERY
DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
NOTE: Vehicles are not required to stay at the venue between drop-off and pick-up schedules. However, the same vehicle used for drop-off must also be used for pick-up. 3. VEHICLE REQUIREMENTS: 1. Premium, clean and well-maintained vans with functional air-conditioning, comfortable seating, adequate luggage space, emergency tools and first-aid kit 2. All vans must be covered by a valid LTFRB franchise, DOT-accredited and have updated vehicle registration and insurance (Comprehensive and/or Personal Accident) 4. DRIVER REQUIREMENTS: * Drivers must be: > Licensed, professional, and experienced in long-distance travel > Neat and courteous > Familiar with routes going north of Metro Manila via expressways 5. INCLUSIONS (All Costs Should be Shouldered by the Service Provider) > Fuel / Gasoline > Toll Fees (e.g. NLEX, SCTEX) > Driver's fees and overtime pay			
TOTAL AMOUNT IN WORDS:			Php

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ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

BUR No. AOE-HRMD-25070984
DATE 7/4/2025
AMOUNT ₱195,000.00

Recommended by:

CONFORME:

EMELY JUNE S. FLORES
Name & Signature of Contractor/Supplier
JULY 10, 2025
Date

Funds Available:
WILMA G. DULAY
OIC-Chief Controllership

Approved by:
ROMLEAH JULIET P. OCAMPO
Executive Director

JOB ORDER

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ADDRESS TRANSPORT SERVICE COOPERATIVE
C. Abueg St., Poblacion, Rosario. Cavite
MODE OF PROCUREMENT SMALL VALUE PROCUREMENT

DELIVERY TERM
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
* Driver's meals and lodging if required due to early pickup/late return			
* Lubricants and vehicle maintenance			
* Passenger insurance and all relevent permits			
* No hidden or additional charges			
6. OTHER REQUIREMENTS:			
* The Service Provider must:			
> Conduct a vehicel inspection before dispatch			
> Ensure timely arrival at pick-up/drop-off points			
> Be responsive to coordination with the CITEM organizers			
TOTAL AMOUNT IN WORDS: ONE HUNDRED NINETY-FIVE THOUSAND PESOS			Php 195,000.00

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ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

CONFORME:

EMELY JUNE S. FLORES
Name & Signature of Contractor/Supplier
JULY 10, 2025
Date

BUR No. AOE-MMO-25070984
DATE 7/4/2025
AMOUNT ₱195,000.00

Funds Available:
WILMA G. DULAY
OIC-Chief Controllership

Recommended by:

Approved by:
ROMLEAH JULIET P. OCAMPO
Executive Director