



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: 2024-0440	JO Date: 10/09/2024	PAGE 1/2
PR No.: 2024-0440	PR Date: 09/19/2024	

CONTRACTOR/SUPPLIER **TINCHIYAH ADVERTISING**
 ADDRESS **UNIT E & F 228 PLAZA BLDG., ANGELO ST. N. S. AMORANTO QUEZON CITY**
 MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM _____
 PAYMENT TERM _____
 PLACE OF DELIVERY _____
 DATE OF DELIVERY **14-16 Oct 2024 Ingress**
17-19 Oct 2024 Event Proper
19 Oct 2024 Egress

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, HAULING, MOBILIZATION, INSTALLATION, DISMANTLING OF BUYERS LOUNGE IN MANILA FAME 2024			
I. MOBILIZATION COST			
a. Fabrication, Hauling, Installation, Dismantling	1 lot	Php35,000.00	Php35,000.00
II. FLOORING			
a. 18.00m x 7.00m Needle Punch Carpet in light gray finish with matching carpet tape (Rental)	126 sqm	Php450.00	Php56,700.00
III. BUILT-UP STRUCTURE			
a. 3.00m x 0.50m x 2.95m H Built-up structure A in 1/2" thk plywood with fluted panel accent with inner framing in approved paint finish (Rental)	1 unit	Php32,000.00	Php32,000.00
b. 4.00m x 3.00m H Front Framing in 1/2" thk plywood with fluted panel accent with framing in approved paint finish (Rental)	1 unit	Php20,800.00	Php20,800.00
c. 1.20m x 3.00m H Divider in 2"x2" Square Tubular metal in approved paint finish with 1" thk plywood for paper installation (paper to be provided by CITEM) (Purchase)	10 units	Php10,400.00	Php104,000.00
d. 2.40m x 0.50m x 1.00m H Reception Counter in 3/4 thk plywood with PVC wood accent.	1 unit	Php14,000.00	Php14,000.00
IV. REFURBISHING			
a. Refurbishing and repainting of existing CITEM planters	8 units	Php2,500.00	Php20,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 J. MARPURI
 Department Manager, Corporate Services Dept.

BUR No. MF-24101165
 DATE OCT 11, 2024
 AMOUNT ₱ 335,170 -

Recommended by:

NORMAN D. BAGULBAGUL
 Acting DM, CCSD

CONFORME:

 Name & Signature of Contractor/Supplier
 Date 10/11/2024

Funds Available:

MALERNA C. BUYAO
 Chief Controllorship

Approved by:

LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR

JOB ORDER

CITEM.STR.FR.006



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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
V. PRINTING/GRAPHICS REQUIREMENTS			
a. Cut-out graphics sintra board on acrylic sheet	1.92 sqm	Php3,500.00	Php6,720.00
b. Printed Tarpaulin	35 sqm	Php550.00	Php19,250.00
VI. ELECTRICAL REQUIREMENTS			
a. 20 watts Daylight Spotlight (Rental)	24 units	Php1,000.00	Php24,000.00
b. Convenience Outlet (Rental)	6 units	Php450.00	Php2,700.00

SCOPE OF WORK:

- The contractor shall Install, Dismantle and Haul the items listed above on the specified materials and specifications.
- The contractor shall provide proofs and swatches prior to final fabrication for approval unless waived by an EDD representative but to guarantee the best output.
- 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, and stains and the like) starting on ingress of 14 October 2024 - 16 October 2024 and egress on 19 October 2024 07:00pm - 12:00mn
- The contractor shall complete the installation of the requirements on 14 October 2024, 11:59pm. A 10% deduction shall be applied for incomplete delivery of the pavilion deemed unreasonable.
- Contractors should be at least 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).

TOTAL AMOUNT IN WORDS: **THREE HUNDRED THIRTY FIVE THOUSAND ONE HUNDRED SEVENTY PESOS** **Php335,170.00**

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