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
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PR No.:	PR Date:	
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CONTRACTOR/SUPPLIER **GILCOR PRINTING PRESS**

ADDRESS 15 SAN PONCIANO ST., SAN ANTONIO HOMES, CULIAT, QUEZON CITY

MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM

PAYMENT TERM 30 days

PLACE OF DELIVERY CITEM

DATE OF DELIVERY 5 working days upon receipt of complete materials

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
PRINTING OF CITEMIX NEWSLETTER	2,500 sets	73.20	Php183,000.00

SPECIFICATIONS:

No of Pages: 16 pages

Size: Newsletter - 16 1/2" x 11 3/4" - spread
8 1/4" x 11 3/4" - folded
Insert - 8 1/4" x 11 3/4" - loose

Stock: Newsletter - Smooth Wove Ultra White 100gsm

Color: Full Color

Process: Litho Offset

Binding: Saddle stitch

Remarks: 5 working days upon receipt of complete materials

TOTAL AMOUNT IN WORDS: ONE HUNDRED EIGHTY THREE THOUSAND PESOS — Php183,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

CONFORME:
Ma. Concepcion P. Maramba
Name & Signature of Contractor/Supplier

Date

BUR No. IP-CORPLAN-25050776
DATE May 26, 2025
AMOUNT ₱183,000.00

Funds Available:
WILMA G. DULAY
OIC-Chief Controllership

Recommended by:
ATTY. EVA MARIE MARIQUINA
Division Chief, Corporate Planning

Approved by:
ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR