

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	dti DEPARTMENT OF TRADE AND INDUSTRY	JO Number: 2025-0313 <hr/> PR No.: 2025-0313	JO Date: 05/20/2025 <hr/> PR Date: 05/06/2025	PAGE 1 of 3
	CONTRACTOR/SUPPLIER AMREIVAX CORPORATION ADDRESS 19748 ALMOND ST., EXEC. HEIGHTS, PARANAQUE CITY MODE OF PROCUREMENT Small Value Procurement			

DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY CITEM 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 100 QUADRIVALENT INFLUENZA VACCINE FOR THE ANNUAL FLU VACCINATION OF CITEM EMPLOYEES Specifications: 1. Type of vaccine: Quadrivalent Influenza Vaccine 2025 (For Adults) 2. Vaccines must be FDA (Philippines) approved 3. Expiration date must be stated in vaccines and must not be earlier than 31 December 2025 4. Supply and provision of the required vaccines and the medical team to administer the vaccination 5. Provider must be DOH-accredited and must submit Certification or any proof of the accreditation 6. Vaccination must be administered by a medical team composed of at least one (1) licensed nurse and one (1) licensed physician 7. Medical supplies to be used in the administration of vaccines such as but not limited to syringe, band-aid, alcohol, cotton 8. Medical team must conduct the medical assessment to employees' prior vaccination 9. Must provide waiver of liability form 10. Must provide vaccination card of employees 11. Provider shall provide sharps container and pick up discarded sharps for disposal I. DETAILED SCOPE OF WORK The service provider shall: 1. Supply, deliver, and administer Quadrivalent Influenza Vaccines to CITEM employees. 2. Provide a licensed medical team to administer vaccines on-site on 20 June 2025, between 9:00am to 4:00pm, at the CITEM Office. 3. Conduct pre-vaccination assessments and monitor vaccine recipients' post-administration.	100 pcs	700.00	Php70,000.00

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, Corporate Services Dept.

CONFORME:

Sabrinne A. Iliscupidez
Name & Signature of Contractor/Supplier
 June 16, 2025
Date

BUR No. AOE - HRMD - 25050770

DATE May 20, 2025

AMOUNT 770,000.00

Funds Available:

WILMA G. DULAY
 OIC-Chief Controllorship



Recommended by:

Approved by:

ROMLEAH JULIET P. OCAMPO
 EXECUTIVE DIRECTOR

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: 2025-0313	JO Date: 05/20/2025	PAGE 2 of 3
		PR No.: 2025-0313	PR Date: 05/06/2025	
CONTRACTOR/SUPPLIER AMREIVAX CORPORATION		DELIVERY TERM _____		
ADDRESS 19748 ALMOND ST., EXEC. HEIGHTS, PARANAQUE CITY		PAYMENT TERM 30 days		
MODE OF PROCUREMENT Small Value Procurement		PLACE OF DELIVERY CITEM		
		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
4. Provide all necessary medical supplies, including syringes, alcohol, cotton, and band-aids. 5. Ensure proper disposal of sharps and medical waste.				
II. ROLES/RESPONSIBILITIES OF THE CONTRACTOR/SUPPLIER/ SERVICE PROVIDER				
1. Be DOH-accredited and submit valid certification. 2. Ensure vaccines have an expiration date not earlier than 31 December 2025. 3. Deploy a medical team composed of at least: • One (1) licensed physician • One (1) licensed nurse 4. Submit names and vaccination certificates of all medical personnel one (1) week prior to the activity. 5. Provide a Waiver of Liability Form for employees. 6. Submit documentation confirming safe collection and disposal of medical waste. 7. Comply with CITEM's health and safety protocols.				
III. ROLES/RESPONSIBILITIES OF CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS				
CITEM shall: 1. Coordinate the schedule and venue of the vaccination roll-out. 2. Disseminate the sign-up form by 30 April 2025 to determine the number of participants. 3. Inform employees about guidelines, eligibility, and procedures. 4. Provide logistical support for onsite setup, including tables, chairs, and designated vaccination areas. 5. Ensure budget allocation and payment processing. 6. Monitor implementation and assist in managing waitlisted participants.				
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, Corporate Services Dept.		BUR No. <u>AVE-AR-MD-25050770</u> Recommended by: DATE <u>May 26, 2025</u> AMOUNT <u>970,000.00</u>		
CONFORME:  Sabrinne A. Iliscupidez Name & Signature of Contractor/Supplier June 16, 2025 Date		Funds Available:  WILMA S. DULAY OIC-Chief Controllorship		
		Approved by:  ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR		

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: 2025-0313	JO Date: 05/20/2025	PAGE 3 of 3
		PR No.: 2025-0313	PR Date: 05/06/2025	
CONTRACTOR/SUPPLIER AMREIVAX CORPORATION		DELIVERY TERM _____		
ADDRESS 19748 ALMOND ST., EXEC. HEIGHTS, PARANAQUE CITY		PAYMENT TERM 30 days		
MODE OF PROCUREMENT Small Value Procurement		PLACE OF DELIVERY CITEM		
		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	
IV. TERMS OF PAYMENT 100% payment within 30 days after completion of the service and submission of the billing statement. Payment shall be processed in accordance with existing government accounting and auditing rules and regulations.				
V. RISK PROTECTION AND MANAGEMENT (i.e. off-setting, penalties, or deductions) To ensure safety, the following risk management measures must be observed: 1. Strict adherence to DOH health protocols. 2. Clear communication of contraindications and post-vaccination care. 3. Availability of emergency protocols and immediate medical response in case of adverse reactions. 4. Proper handling and storage of vaccines during transport and on-site administration. 5. Provider must hold valid insurance of liability coverage in relation to the vaccination activity. Off-Setting: Non-compliance with timelines or specifications will result in corresponding adjustments in payment schedules.				
TOTAL AMOUNT IN WORDS: SEVENTY THOUSAND PESOS				Php 70,000.00
<i>This order is placed subject to the following terms and conditions:</i> 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. MARPUR Department Manager, Corporate Services Dept.		BUR No. AOE-HRMD-2505070 Recommended by: DATE May 26, 2025 AMOUNT ₱70,000.00		
CONFORME:  Sabrinne A. Iliscupidez Name & Signature of Contractor/Supplier June 16, 2025 Date		Funds Available  WILMA G. DULAY OIC-Chief Controllorship Approved by:  ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR		