

# JOB ORDER

CITEM.STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1500 Pasay City Metro Manila Philippines (632) 631-2201 to 09 ext. 218 (632) 831 1365 832-2365 info@citem.com.ph www.citem.com.ph		JO Number 2025-0306	JO Date 05/20/2025	PAGE 1
		PR No. 2025-0306	PR Date 05/02/2025	

CONTRACTOR/SUPPLIER **ECOINGENUITY INC.**

DELIVERY TERM

ADDRESS UNIT 506 OMM CITRA BUILDING, SAN MIGUAL AVE  
ORTIGAS CENTER, BRGY. SAN ANTONIO, PASIG CITY

PAYMENT TERM 30 days

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 200 REFILLABLE JOURNAL AND PASSPORT HOLDER (WITH ITEM AND LASER ENGRAVING OF IFEX PHILIPPINES LOGO) AS TOKEN FOR VIB BUYERS OF IFEX PHILIPPINES 2025	200 pcs	650.00	Php130,000.00

Color: Caramel Brown

**Product Specification:**

Length 6 inches x Width 4 inches  
made from water hyacinth vegan leather  
Passport holder or refillable journal sleeve  
Magnet Belt Closure  
Taffeta lining with one pocket  
Elastic loop pen holder  
Notebook (70 leaves, unruled, eco-friendly, cream, paper, 85gsm)  
with (item and laser engraving)

TOTAL AMOUNT IN WORDS: ONE HUNDRED THIRTY THOUSAND PESOS

Php130,000.00

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 Department's Audit. Rejected items are to be withdrawn and replaced immediately.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, CITEM 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 requests and CITEM grants 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:

Name: S. S. [Signature]  
Title: [Signature]

BURNED IFEX-25050767

DATE May 26, 2025

AMOUNT P130,000.00

Funds Available

WILMA G. DULAY

OIC-Chief Controllorship


Recommended by:

RODENA G. MENDOZA  
Department Manager, CBD


Approved by:

ROMLEAH JULIET P. OCAMPO  
EXECUTIVE DUAL CLERK


MEMORANDUM



**FOR :** EXECUTIVE DIRECTOR LEAH PULIDO OCAMPO  
HEAD OF PROCURING ENTITY

**THRU :** DM ROWENA G. MENDOZA   
CONSUMER BUSINESS DEPARTMENT

**COPY :** PROCUREMENT UNIT

**FROM :** MARIA SAGRADA VILLENA 

**DATE :** 20 MAY 2025

**SUBJECT :** REQUEST FOR EXTENSION OF DELIVERY DATE FROM MAY 18, 2025,  
TO MAY 21, 2025, OF 200 PIECES OF REFILLABLE JOURNAL AND  
PASSPORT HOLDER (WITH ITEM AND LASER ENGRAVING OF IFEX PHILIPPINES  
LOGO) AS TOKEN FOR VIB BUYERS OF IFEX PHILIPPINES

In view of the contract awarded to **EcoIngenuity Inc** for the *Purchase Request No. 2025-0306 Fabrication of 200 pieces Journal and Passport Holder (with Item and Laser Engraving of IFEX Philippines Logo) as Token for VIB Buyers of IFEX Philippines*, whose **original delivery date** was set on **May 18, 2025**, I respectfully request the **revision of the delivery date** to **May 21, 2025**, to give reasonable time for the supplier mentioned to fulfill our order.

For reference please, below is the summary of procurement activities and date conducted.

I hope for your kind consideration. Thank you.

No.	Procurement Activities	Dates Conducted
1	Submission of Purchase Request (PR) and Attachments to BACSEC	14 April 2025
2	Memo Request to process PR via Direct Contracting including Certificate of Exclusivity and APP Amendment	24 April 2025
3	Submission of Revised PR and APP Amendment	02 May 2025
4	Request for Quotation Email by Procurement Unit	03 May 2025
5	Deadline of Submission of Eligibility Documents and Financial Bid	07 May 2025
6	Schedule of Opening of Eligibility Documents and Financial Bid	08 May 2025
7	Memo Post Qualification Result Re: Procurement of IFEX Journal cum Passport Holder	09 May 2025
8	Post Qualification for 2 <sup>nd</sup> and 3 <sup>rd</sup> Lowest Calculated Bidders	14 May 2025
9	Post Qualification for EcoIngenuity Inc.	14 May 2025
10	Notice of Award to EcoIngenuity Inc.	20 May 2025
11	Job Order issuance to EcoIngenuity Inc.	20 May 2025