

# 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  
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JO Number: 2025-0014EPA	JO Date: 01/03/2025	PAGE 1
PR No.: 2025-0014EPA	PR Date: 12/13/2024	

CONTRACTOR/SUPPLIER AURELIEN GOUGAUD  
 ADDRESS 66 Rue D'Alleray 75015 Paris  
 MODE OF PROCUREMENT OVERSEAS 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
STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN MAISON & OBJET 2025 Dates: 16-20 January 2025 Venue: Paris Nord Villepinte Exhibition Center, Paris, France Stand No.: Hall 6 (Forever), D46 SCOPE OF WORK: 1. Man and maintain the cleanliness of the pavilion 2. Study the line sheets of the participating companies and familiarize with the products and materials. 3. Engage visitors in conversations and ask qualifying questions to generate sales leads for the companies. 4. Collect business cards / contacts of trade buyers and visitors of the pavilion. 5. Report from 09:00 – 19:00 from 16-20 January 2025 6. Submit a written summary report that includes most inquired products, buyer profiles met, and recommendations. REQUIREMENT: Curriculum Vitae			EUR 1,500.00 or PHP92,526.15
ONE THOUSAND FIVE HUNDRED EUROS OR ATOTAL NINETY-TWO THOUSAND FIVE HUNDRED TWENTY-SIX PESOS AND FIFTEEN CENTAVOS			EUR 1,500.00 <u>Php92,526.15</u>

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 Service Department

BUR No. MDM - 2601DD24  
 DATE January 8, 2025  
 AMOUNT ₱ 92,526.15

Recommended by:  
  
 MARJOT F. EVIO  
 Department Manager, SBD

CONFORME:  
  
 AURELIEN GOUGAUD  
 Name & Signature of Contractor/Supplier  
 10/01/2025  
 Date

Funds Available:  
  
 MALERNA C. BUYAO  
 Chief Controllorship

Approved by:  
  
 LEAH PULIDO OCAMPO  
 Executive Director  
