

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: 2024-0415	JO Date: 9/27/2024	PAGE 1 of 2
		PR No.: 2024-0415	PR Date: 9/12/2024	

CONTRACTOR/SUPPLIER MSD GODSPEED EXHIBITS CORP. ADDRESS Brgy. Holy Spirit, Quezon City MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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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
SUPPLY, MOBILIZATION, INSTALLATION, DISMANTLING OF VENUE ENHANCEMENTS AND DISPLAY REQUIREMENTS FOR MANILA FAME 2024			
I. SUPPLY OF PEDESTALS AND LONG TABLE (PURCHASE)			
a. 0.30m x 0.30m x 0.60m H Wooden Pedestal in approved finish	5 units	1,116.00	5,580.00
b. 0.30m x 0.30m x 0.80m H Wooden Pedestal in approved finish	5 units	1,395.00	6,975.00
c. 0.30m x 0.30m x 1.00m H Wooden Pedestal in approved finish	5 units	1,674.00	8,370.00
d. 0.80m x 0.30m x 0.50m H Wooden Pedestal in approved finish	2 units	2,139.00	4,278.00
e. 1.20m x 0.45m x 0.75m H Long Table with Wooden top in laminate finish with 1"x1" square tubular metal in black paint finish (Final color/swatch of laminate of all pedestals to be advised)	1 unit	8,835.00	8,835.00
II. SUPPLY OF MANNEQUIN (PURCHASE)			
a. Supply of dress form mannequin	10 units	4,185.00	41,850.00
III. SUPPLY OF PLANTS (PURCHASE)			
a. Traveler's Palm (with approved pot)	8 units	7,500.00	60,000.00
b. Elephant Ears (with approved pot)	6 units	7,500.00	45,000.00
c. Monstera (with approved pot)	6 units	6,000.00	36,000.00
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 M. MARPURI
 Department Manager III, CSD
 CONFORME:

Winlove Q. Campos
 Name & Signature of Contractor/Supplier

 Date _____

BUR No. MF-24121422
 DATE DEC. 04, 2024
 AMOUNT ₱254,888-
 Funds Available:

MALERNA C. BUYAO
 Chief Controllership

Recommended by:

NORMAN BAGUL BAGUL
 Acting Dept. Manager, CCSD
 Approved by:

LEAH PULIDO OCAMPO
 Executive Director

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CONTRACTOR/SUPPLIER MSD GODSPEED EXHIBITS CORP.	DELIVERY TERM _____
ADDRESS Brgy. Holy Spirit, Quezon City	PAYMENT TERM 30 days
MODE OF PROCUREMENT Small Value Procurement	PLACE OF DELIVERY _____
	DATE OF DELIVERY _____

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
d. Birds of Paradise (with approved pot)	10 units	3,000.00	30,000.00
e. Mayana Plant (with approved pot)	20 units	400.00	8,000.00

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) on 16 October 2024 and egress on 19 October 2024 07:00pm - 12:00mn.
- The Contractor shall complete the installation of the requirements on 16 October 2024, 10:00pm. A 10% deduction shall be applied for incomplete delivery of the pavilion deemed unreasonable.
- All above item's is/are the property of CITEM after the event unless indicated as rental or otherwise. Items shall be delivered to teh CITEM office and shall be received by the General Services Division (GSD).

TOTAL AMOUNT IN WORDS: TWO HUNDRED FIFTY FOUR THOUSAND EIGHT HUNDRED EIGHTY EIGHT PESOS Php 254,888.00

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Very truly yours,
ATTY. ANNA GRACE MARPURI
 Department Manager III, CSD

BUR No. MF-24121422
 DATE DEC. 04, 2024
 AMOUNT P 254,888-

Recommended by:

NORMAN BAGULBAGUL
 Acting Dept. Manager, CCSD

CONFORME:

Ninive D. Campos
 Name & Signature of Contractor/Supplier

Funds Available:

Malerna C. Buyao
 Chief Controllership

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LEAH PULIDO OCAMPO
 Executive Director

Date