

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
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JO Number: 2024-0360	JODate 8/28/2024	PAGE 1
PR No.: 2024-0360	PR Date: 8/19/2024	

CONTRACTOR/SUPPLIER <u>PERSOLKELLY Hong Kong Limited</u>	DELIVERY TERM
ADDRESS <u>Tokyo, Japan</u>	PAYMENT TERM
MODE OF PROCUREMENT <u>Overseas Procurement</u>	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
HIRING OF TWO (2) STAND ASSISTANTS FOR THE PHILIPPINE PARTICIPATION IN CENTRESTAGE HONGKONG CONVENTION 2024 Event Details: Date Needed: 04 to 07 September 2024 Time: 09:30AM - 07:00PM SCOPE OF CONTRACT: 1. Man and maintain the cleanliness of the booth; 2. Familiarize the products being showcased in the trade show; 3. Engage visitors in conversation and ask qualifying questions to generate sales leads for the companies being represented; 4. To report from 09:30AM to 07:00PM of 04 to 07 September 2024 5. Preferably a Cantonese or Mandarin speaker 6. Submit CV as requirement Qualifications: 1. Should have previous experience in the marketing events, exhibitions or trade fairs; 2. Should have an excellent level of speaking in English and Cantonese or Mandarin language.	2 pax		USD 1,178.00 or PHP66,495.74
TOTAL AMOUNT IN WORDS: SIXTY SIX THOUSAND FOUR HUNDRED NINETY FIVE & 74/100			USD 1,178.00 Php 66,495.74


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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 P. MARPUR
 Acting DM, Corporate Services Dept.
 CONFORME:

 Noelle Cheng
 Name & Signature of Contractor/Supplier
 3 October 2024
 Date

BUR No. CENTRESTAGE-24080926
 DATE Aug. 28, 2024
 AMOUNT USD 1,178.00
PHP 66,495.74
Cl. 266.03
 Funds Available:

 MALERNA C. BUYAO
 Chief Controllership

Recommended by:

 MARSO FLAVIO
 Acting DM, SBD
 Approved by:

 LEAH PULIDO OCAMPO
 Executive Director