

JOB ORDER

CITEM.STR.FR.006

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|  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  | JO Number: 2025-0105 | JO Date: 02/11/2025 | PAGE 1 |
| | PR No.: 2025-0105 | PR Date: 02/06/2025 | | |

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| CONTRACTOR/SUPPLIER RULUJAC ENTERPRISE ADDRESS Obando, Bulacan MODE OF PROCUREMENT Small Value Procurement | DELIVERY TERM _____ PAYMENT TERM _____ 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 |
|--|----------|------------|--------------|
| FABRICATION OF POLO SHIRTS FOR NATIONAL WOMEN'S MONTH CELEBRATION 2025 Specifications: Material: can be polyester, cotton, or blend Color: Royal Purple Printing Method: CITEM Logo- Embroidery (White) National Women's Month Logo- in Stronghold Vinyl Sticker (See attached design and specs for CITEM Logo (Embroidery) and National Women's Month Logo (vinyl sticker) Sizes: Extra Small (XS) Small (S) Medium (M) Large (L) Extra Large (XL) Double XL Triple XL 4XL 5XL SCOPE OF WORK: 1. Fabrication of the polo shirt along with the submitted design and specifications. 2. Supplier must provide sample sizes of the polo shirts within 2 working days after issuance of Notice of Award. 3. CITEM shall provide the breakdown of quantity per size after 2 working days. 4. Shirts must be in good condition (without smudge, dirt, and stains, etc.) 5. Ensure delivery of shirts are segregated according to size. 6. Print must be visually clear and visible. | 127 pcs | Php356.50 | Php45,275.50 |

TOTAL AMOUNT IN WORDS: **FORTY FIVE THOUSAND TWO HUNDRED SEVENTY FIVE AND 50/100 PESOS** Php45,275.50


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:

 Name & Signature of Contractor/Supplier
 Date _____

BUR No. AOE - 202 0245
 DATE 2-18-25
 AMOUNT ₱ 45,275.50
 Funds Available:

MALERNA C. BUYAO
 Chief Controllership

Recommended by:
 Approved by:

LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR




Stronghold Vinyl Sticker
Removable / One-Day Use
Size to follow



White Embroidery
Size to follow