

# 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 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: <b>2024-0584</b>	JO Date: <b>12/26/2024</b>	PAGE 1
	PR No.: <b>2024-0584</b>	PR Date: <b>12/9/2024</b>	

CONTRACTOR/SUPPLIER <b>INNOVATION PRINTSHOPPE, INC.</b> ADDRESS <b>San Andres Bukid, Sta. Ana, Manila</b> MODE OF PROCUREMENT <b>SMALL VALUE PROCUREMENT</b>	DELIVERY TERM _____ PAYMENT TERM <b>30 days</b> 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
<b>PURCHASE OF CUSTOMIZED TOKENS FOR CREATEPHILS.</b>			
<b>2025 EVENTS</b>			
Customized CREATEPhilippines Notepad Size: A6 Stock: Bookpaper 80 lbs. Color: Full Color Process: Litho Offset No. of Pages: 80 leaves Binding: Glue	500 pcs	56.35	28,175.00
Customized CREATEPhilippines Sketchpad Size: 5 7/8" x 8 1/4" Finished Stock: Cover-Matt Coated 180 lbs with matt and spot lamination Inside: Bookpaper 80 lbs. Color: Cover: Full Color Inside: Plain Process: Litho Offset No. of Pages: 100 leaves excluding cover Binding: Wire O	500 pcs	122.20	61,100.00
DELIVERY: 5wd upon receipt of complete materials			

TOTAL AMOUNT IN WORDS: **EIGHTY-NINE THOUSAND TWO HUNDRED SEVENTY-FIVE PESOS**

**Php 89,275.00**

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 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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 Dept.,

CONFORME:

*Ma. Kenneth P. Malan*  
 Name & Signature of Contractor/Supplier

Date

BUR No. CMP-24121624

DATE December 27, 2024

AMOUNT ₱ 89,275.00

Funds available:  
*Ma. Kenneth P. Malan*  
**MALERNA C. BUENO**  
 Chief Controllership

Recommended by:

*Marjot F. Evio*  
**MARJOT F. EVIO**  
 Department Manager, SBD

Approved by:  
*Leah Pulido Ocampo*  
**LEAH PULIDO OCAMPO**  
 Executive Director