

# 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>2025-0277</b>	JO Date: <b>04/29/2025</b>	PAGE <b>1 of 2</b>
	PR No.: <b>2025-0277</b>	PR Date: <b>04/24/2025</b>		

<b>CONTRACTOR/SUPPLIER</b> <u>ARTISAN PLUS TECHNICAL SERVICES</u> <b>ADDRESS</b> <u>Dubai, UAE</u> <b>MODE OF PROCUREMENT</b> <u>OVERSEAS PROCUREMENT</u>	<b>DELIVERY TERM</b> _____ <b>PAYMENT TERM</b> <u>30 days</u> <b>PLACE OF DELIVERY</b> _____ <b>DATE OF DELIVERY</b> _____
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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>BOOTH CONSTRUCTION, INSTALLATION, DISMANTLING AND HAULING FOR THE PHIL. PARTICIPATION IN INDEX DUBAI 2025</b>  Date of Ingress: May 24-26, 2025 Event Proper: May 27-29, 2025 Egress: May 29, 2025  <b>BOOTH DETAILS:</b> Total Area: 90 sq.m Hall Location: Trade Center Arena, Dubai World Trade Centre Stand No.: Ar G210, Ar G216, Ar F211, Ar F217  <b>INCLUSIONS:</b> 1. Installation, Dismantling and Hauling 2. DESIGN Philippines Pavilion 3. Electrical Installation and consumption 4. Miscellaneous  <b>SCOPE OF WORK:</b> A. Build and Installation 1. Manage the construction of the booth based on the approved design. 2. Ensure high-quality materials are used for durability and visual appeal			USD27,000.00 or PHP1,520,991.00

TOTAL AMOUNT IN WORDS:	Php
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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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, she 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 III, CSC

CONFORME:

Name & Signature of Contractor/Supplier

BUR No. INDEX-25050670

DATE May 7, 2025

AMOUNT ₱1,520,991.00

Further available:

**WILMA G. DULAY**  
 OIC-Chief Controllorship

Recommended by:

**MARJO F. EVIO**  
 Department Manager III, SBD

Approved by:

**FROM LEAH JULIET P. OCAMPO**  
 Executive Director

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**2 of 2**

PR No.:  
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**04/24/2025**

CONTRACTOR/SUPPLIER **ARTISAN PLUS TECHNICAL**

ADDRESS **SERVICES**

**Dubai, UAE**

MODE OF PROCUREMENT **OVERSEAS PROCUREMENT**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>3. Coordinate with the trade show organizers and venue for electrical requirements and application, logistics, booth installation, and dismantling schedules.</p> <p>4. Transport booth materials and components to the overseas trade show venue.</p> <p>5. Supervise the installation and ensure the booth is ready before the trade show opening in coordination with the CITEM on-site representative.</p> <p>6. Ensure adherence to international health, safety, and environmental standards during the build and installation.</p> <p>B. Dismantling</p> <p>Oversee the dismantling of the booth after each trade show, ensuring all materials are handled properly.</p> <p>C. On-site Support</p> <p>1. Provide manpower support for the installation of products.</p> <p>2. Provide technical support and on-site assistance during the trade show for any booth-related issues or adjustments.</p> <p>3. Ensure the booth maintains its quality and functionality throughout the event.</p>			
TWENTY-SEVEN THOUSAND US DOLLARS			USD27,000.00 or

TOTAL AMOUNT IN WORDS: ONE MILLION FIVE HUNDRED TWENTY THOUSAND NINE HUNDRED NINETY-ONE PESOS

Php **1,520,991.00**

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Very truly yours,

**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. **INDEX-25050670**

DATE **May 7, 2025**

AMOUNT **1,520,991.00**

Funds Available:

**WILMA G. DULAY**

OIC-Chief Controllership

Recommended by:

**MARJO F. EVIO**  
Department Manager III, SBD

Approved by:

**ROMLEAH JULIET P. OCAMPO**  
Executive Director