

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: 2025-0117	JO Date: 02/18/2025	PAGE 1
	PR No.: 2025-0117	PR Date: 02/13/2025		

CONTRACTOR/SUPPLIER WATTS SAVERS ENERGY SERVICES COMPANY ADDRESS B15 L4 Baht St. Lores Country Homes Brgy Sn Roque Antipolo City, Rizal, Region IV-A, Philippines 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
QUARTERLY PREVENTIVE MAINTENANCE SERVICES FOR CITEM GENERATOR SET FOR CY 2025 Period of Services: January to December 2025 Scope of Services: 1. Conduct General Preventive Maintenance for all parts and systems of the CITEM Generator Set and its Automatic Transfer Switch (ATS) on a quarterly basis. 2. Perform testing with and/or without load to ensure that the generator will run properly in case of power outage. 3. Conduct Preventive Maintenance Service on the Fourth Quarter to change the following: a. Engine oil b. Fuel Separator c. Fuel Filter d. Engine Coolant e. Lube Oil Filter f. Air filter 4. Perform minor repairs, if necessary. 5. Provide service reports for the quarterly schedule. 6. Provide technical advice for major repairs and perform the same, if necessary. Actual costs of repair shall be separate from the quarterly maintenance contract. 7. Coordinate with in-house electricians for th maintenance and operation of the generator. 8. Provide qualified technicians to do the preventive maintenance and/or repair. 9. Provide on-call support services and/or send technician/s for immediate or emergency check-up and/or repair.	1 lot	Php55,000.00	Php55,000.00

TOTAL AMOUNT IN WORDS: FIFTY FIVE THOUSAND PESOS	Php 55,000.00
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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, 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, <div style="text-align: center;"> ATTY. ANNA GRACE I. MARPURI Department Manager, CSD </div> <div style="margin-top: 20px;"> CONFORME: JOEL B. BAUZON <small>Name & Signature of Contractor/Supplier</small> </div>	BUR No. <u>ADE-25030315</u> DATE <u>March 05, 2025</u> AMOUNT <u>₱ 55,000.00</u> Funds Available: <u>216</u> WILMA G. PULAY OID-DC, Controllorship Division	Recommended by: <div style="text-align: center;"> ATTY. ANNA GRACE I. MARPURI Department Manager, CSD </div> <div style="margin-top: 20px;"> Approved by: ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR </div>
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