

# JOB ORDER

CITEM.STR.FR.005



**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: 2024-0406 R1	JO DATE: 9/20/2024	PAGE 1 of 2
PR No. : 2024-0406 R1	PR DATE: 9/16/2024	

CONTRACTOR/SUPPLIER <b>FTECH TRAVEL SDN BHD</b>	DELIVERY TERM _____
ADDRESS <b>Shah Alam, Selangor</b>	PAYMENT TERM _____
MODE OF PROCUREMENT <b>Overseas Procurement</b>	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 VEHICLE SERVICE FOR THE PHILIPPINE PARTICIPATION IN MIHAS 2024 (Kuala Lumpur, Malaysia) Service Requirements: 1. Company or firm must provide needed/required number of vehicle/s on specific dates as stated on the attached detailed schedules and dates: Dates needed: 21-22 September 2024 2. Ensure that assigned vehicles can accommodate the number of pax stated on the attached detailed schedules on specific dates. 3. Assigned vehicles must be clean, in good working condition and must have safety measures. 4. Assigned Driver must be clean and can coordinate with the CITEM/HID-PMO onsite staff re: final/latest schedules if needed and at least can understand/speak basic English.			RM3,240.00 or PHP42,130.37
TOTAL AMOUNT IN WORDS:			Php

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

CONFORME:

*[Signature]*

BUR No MIAAS-24090150

DATE 11 Sept. 2024

AMOUNT 42,130.37

Recorded by:

*[Signature]*  
 ROWENA G. MENDOZA  
 Department Manager III, CSD

Approved by:

*[Signature]*  
 LEAH PULIDO OCAMPO  
 Executive Director

Funds Available:

*[Signature]*  
 MALERNA C. BUYAO  
 Chief Controllorship



MOHD FISOLUDDIN BIN MD YATIM

Date

# JOB ORDER

CITEM.STR.FR.006



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JO Number:	2024-0406 R1	JO Date:	9/20/2024	PAGE 2 of 2
PR No.:	2024-0406 R1	PR Date:	9/16/2024	

CONTRACTOR/SUPPLIER <b>FTECH TRAVEL SDN BHD</b>	DELIVERY TERM _____
ADDRESS <b>Shah Alam, Selangor</b>	PAYMENT TERM _____
MODE OF PROCUREMENT <b>Overseas Procurement</b>	PLACE OF DELIVERY _____
	DATE OF DELIVERY _____

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
Payment Terms: 1. Full payment to be remitted on the last day of service, 22 September 2024 after the engagement. 2. Awarded amount is inclusive of all applicable taxes and fees, allowances of assigned drivers, toll fees and other incidental expenses.			
			RM3,240.00

TOTAL AMOUNT IN WORDS: FORTY TWO THOUSAND ONE HUNDRED THIRTY & 37/100      Php42,130.37

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Very truly yours,  
 ATTY. ANNA GRACE I. MARPURI  
 Department Manager III, CSD  
 CONFORME:  
 MOHD FISOLUDDIN BIN MD YATIM  
 \_\_\_\_\_  
 Name & Signature of Contractor/Supplier  
 \_\_\_\_\_  
 Date



BUR No. M1HAS-2409080  
 DATE 11 Sept. 2024  
 AMOUNT 42,130.37  
 Funds Available:  
 MALERNA C. BUYAO  
 Chief Controllership

Recommended by:  
 ROWENA G. MENDOZA  
 Department Manager III, CSD  
 Approved by:  
 LEAH PULIDO OCAMPO  
 Executive Director