

# 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:  
2025-0341

JO Date:  
05/27/2025

PAGE  
1 of 4

PR No.:  
2025-0341

PR Date:  
05/15/2025

CONTRACTOR/SUPPLIER **OCTA DRAGON ENTERPRISES**

ADDRESS **Vista Verde Exec. Village, Cainta Rizal**

MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY **30 days upon receipt of JO**

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
REPAIR, REPLACEMENT AND REHABILITATION OF GOLDEN SHELL PAVILION ROOFING DETAILED SCOPE OF WORK: 1. Inspection and Assessment * Perform a thorough inspection of the roof, both externally and internally, to identify the source(s) of leaks. * Assess the condition of the roof, including shingles, flashing, gutters, and downspouts. * Provide a detailed report on the extent of the damage and the recommended course of action for repairs. 2. Leak Repair * Provide a detailed plan for leak repair, including the materials and methods to be used (e.g., patching, sealing, replacing damaged shingles or flashing, re-coating membranes, etc.). * Repair all existing damage, cracks, and holes, including loosed roofing screws. * Ensure all repairs are made using high-quality, durable materials that are compatible with the existing roof system. * Carry out repairs in a manner that ensures the roof is fully waterproofed.			PHP299,988.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

**Solitario E. Balsamo**

Name & Signature of Contractor/Supplier

**June 18 2025**

Date

BUR No. **A0E-6SD25060828**

DATE **June 2, 2025**

AMOUNT **₱299,988.00**

Funds Available:

**WILMA G. DULAY**

OIC-Chief Controllorship

Recommended by:

Approved by:

**ROMLEAH JULIET P. OCAMPO**

Executive Director

# JOB ORDER

CITEM.STR.FR.006

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	2025-0341	05/27/2025	
	PR No.:	PR Date:	
	2025-0341	05/15/2025	

CONTRACTOR/SUPPLIER <u>OCTA DRAGON ENTERPRISES</u>	DELIVERY TERM _____
ADDRESS <u>Vista Verde Exec. Village, Cainta Rizal</u>	PAYMENT TERM <u>30 days</u>
MODE OF PROCUREMENT <u>SMALL VALUE PROCUREMENT</u>	PLACE OF DELIVERY _____
	DATE OF DELIVERY <u>30 days upon receipt of JO</u>

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
addressing all identified leak points.			
<b>3. Testing and Quality Assurance</b>  * After repairs are completed, conduct water testing (where applicable) to ensure leaks have been successfully sealed.  * Verify that the roof structure is left in sound condition with no additional vulnerabilities.			
<b>Roles/Responsibilities of Contractor/Supplier/Service Provider</b>			
1. The Contractor shall accomplish the works within the 30-day timeline upon receipt of Job Order.  * Inspection - The initial roof inspection must be completed within five (5) days upon contract signing.  * Repair Completion - All repairs must be completed within thirty (30) days from the start date of the work, subject to weather conditions and availability of materials.  * Completion Report - A final inspection and report detailing the repairs made must be submitted within five (5) days following the completion of work.			
2. The Contractor, in the performance of works, shall adhere to the following guidelines on materials and equipment:  * The contractor must use high-quality, industry-standard materials that meet			

TOTAL AMOUNT IN WORDS:

Php

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

BUR No. AOE-650-25060828

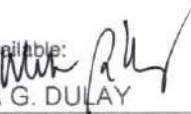
Recommended by:

DATE June 2, 2025

AMOUNT 7299,988.00

CONFORME:

  
**Solitario E. Balsamo**  
 Name & Signature of Contractor/Supplier  
June 18 2025  
 Date

Funds Available:  
  
**WILMA G. DULAY**  
 OIC-Chief Controllership

Approved by:   
**ROMLEAH JULIET P. OCAMPO**  
 Executive Director

# JOB ORDER

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ADDRESS <b>Vista Verde Exec. Village, Cainta Rizal</b>	PAYMENT TERM <b>30 days</b>
MODE OF PROCUREMENT <b>SMALL VALUE PROCUREMENT</b>	PLACE OF DELIVERY _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>local building codes and manufacturer specifications.</p> <p>* The contractor will provide all necessary tools, equipment, and machinery required to carry out the repair work, including scaffolding, ladders, safety gear, etc.</p> <p>* The contractor must repaint all repaired areas with elastomer waterproofing paint with the same color as the existing roof.</p> <p>3. The Contractor, in the performance of works, shall observe the following health and safety requirements:</p> <p>* The contractor must comply with all local safety regulations, including the proper use of safety equipment (e.g., harnesses, fall protection) and traffic management around the work site (if applicable).</p> <p>* The contractor is responsible for the safety of its workers and any third parties on the premises during the repair process.</p> <p>4. The Contractor shall provide at least six (6) months warranty on all repairs, covering both materials and workmanship.</p> <p>5. The Contractor must obtain all necessary permits and approvals required for the repair work.</p> <p>6. The Contractor shall promptly communicate to CITEM any delays caused by weather, supply shortages, or other uncontrollable factors.</p>			

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

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

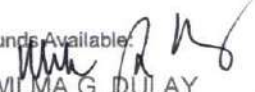
CONFORME:

  
Solitario E. Balsamo  
Name & Signature of Contractor/Supplier  
June 18 2025  
Date

BUR No. **A05-6SD-25060828**

DATE **June 2, 2025**

AMOUNT **9299,988.00**

Funds Available:  
  
WILMA G. DULAY  
OIC-Chief Controllorship

Recommended by:

Approved by:   
ROMLEAH JULIET P. OCAMPO  
Executive Director

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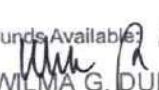

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<b>ROLES/RESPONSIBILITIES OF CITEM</b>			
1. CITEM shall assist the contractor during the visual inspection and assessment.			
2. CITEM shall provide the roof layout of the Golden Shell Pavilion with the contractor.			
3. CITEM shall provide overall direction and supervision of the project.			
4. CITEM shall schedule meetings to track work progress and accomplishments.			
5. CITEM shall review and approval of the supplier's outputs before payment processing.			
<b>TERMS OF PAYMENT</b>			
<b>Milestones</b>	<b>Deliverable</b>	<b>% of Payment</b>	
Mobilization of the Project	Inspection Report with Drawings Detailed Scope of Work and Gantt Chart Delivery of Supplies and Materials Progress Report with value of the finished works constituting 50% completion as determined by the Procuring Entity	15%	
Project Completion	Final Accomplishment Report Water Testing Report	85%	
<b>RISK PROTECTION AND MANAGEMENT (i.e. off-setting, penalties, or deductions)</b>			
This project must be finished within thirty (30) days from receipt of Job Order (JO). In case of delay in the performance of the works, a penalty equal to one-tenth (1/10) of one percent (1%) of the contract price shall be imposed for every day of delay.			

TOTAL AMOUNT IN WORDS: TWO HUNDRED NINETY-NINE THOUSAND NINE HUNDRED EIGHTY-EIGHT PESOS	Php 299,988.00
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Very truly yours,  <b>ATTY. ANNA GRACE IL. MARPURI</b> Department Manager III, CSD <b>RP</b> CONFORME:  <b>Solitario E. Balsamo</b> Name & Signature of Contractor/Supplier June 18 2025 Date	BUR No. <b>AVE-GSD-25060828</b> DATE <b>June 2, 2025</b> AMOUNT <b>299,988.00</b> Funds Available:  <b>WILMA G. DULAY</b> OIC-Chief Controllorship	Recommended by:  Approved by: <b>ROMLEAH JULIET P. OCAMPO</b> Executive Director
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