

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:
2024-0439 R1

JO Date:
12/09/2024

PAGE

1 of 2

PR No.:
2024-0439 R1

PR Date:
10/02/2024

CONTRACTOR/SUPPLIER AGMS INFORMATION TECHNOLOGY, INC.
ADDRESS Villa Azalea, Phase 2B, Cotcot, Liloan, Cebu

DELIVERY TERM _____

PAYMENT TERM 30 days

PLACE OF DELIVERY _____

DATE OF DELIVERY _____

MODE OF PROCUREMENT Small Value Procurement

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
TRANSACTION EMAIL AND SMS AUTOMATION SOFTWARE 1 year subscription (November 2024 - October 2025) SPECIFICATIONS: SMS MARKETING AUTOMATION SYSTEM - Dashboard SMS Statistics - Advance Filtering for Multiple Phonebook - Unlimited SMS Templating - SMS Branding - SMS Personalized Content - Customizable Sender ID / Branded Text Messages - SMS Gateway - Scheduler Options - Birthday Campaign - Reports - Access Level - Estimated Cost - Contacts Upload - Unlimited Contacts			243,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

BUR No. ISP-2412/524

DATE December 18, 2024

AMOUNT ₱243,000.00

Recommended by:

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

CONFORME:

MICHAEL B. SAGUIREL

Name & Signature of Contractor/Supplier

Funds Available: MAHERNA C. BUYAO
Chief Controllorship

Approved by: JEAN PULIDO OCAMPO
Executive Director

Date

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ADDRESS Villa Azalea, Phase 2B, Cotcot, Liloan, Cebu

MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM _____

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<ul style="list-style-type: none"> - Available API for SMS sending with reports - White Labelling - Minimum 10 Sender ID - 100,000 SMS credits <p>TRANSACTIONAL EMAIL SOLUTION</p> <ul style="list-style-type: none"> - Dashboard Email Statistics - Available API and SMTP Relay for Sending Transactional Emails - 1 Domain (unlimited sender ID using 1 domain) - Reports - 400,000 email credits <p>24/7 Email Support</p> <p>VAT INCLUSIVE</p>			

TOTAL AMOUNT IN WORDS: **TWO HUNDRED FORTY-THREE THOUSAND PESOS**

Php **243,000.00**

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Very truly yours,

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

CONFORME:

MICHAEL B. SAGUIREL

Name & Signature of Contractor/Supplier

Date

BUR No. ISP-24121524

DATE Dec. 18, 2024

AMOUNT ₱ 243,000.00

Funds Available:

MALERNA C. BUYAO

Chief Controllorship

Recommended by:

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

Approved by:

JEAH PULIDO OCAMPO
Executive Director

MEMORANDUM

FOR : ED LEAH PULIDO OCAMPO
THRU : PROCUREMENT UNIT
FROM : CLODUALDO EVIO
ITO III, SMDD
SUBJECT : ADJUSTMENT OF CONTRACT PERIOD
DATE : 04 January 2025

May we seek approval to adjust the period of engagement of AGMS Information Technology, Inc. for the Procurement of Transactional Email and SMS Automation Software for One-Year Subscription:

FROM	TO
November 2024 – October 2025 (Based on the PR)	04 January 2025 – 31 December 2025 (Based on the actual delivery of the software)

As background, on 26 November 2024, AGMS was invited for an online product demonstration as part of its post-qualification evaluation and was declared post-qualified and able to comply with all the required legal, financial and technical requirements of the bid, hence the award of the Contract.

On 04 January 2025, AGMS delivered the Transactional Email and SMS Automation Software. The SMDD, on the other hand, vetted for the activation of the account as evidenced by the Certificate of Satisfactory Services Rendered (CSSR) issued.

Further, there were no adjustments made both to the amount and requirements in the Procurement of Transactional Email and SMS Automation Software. Furthermore, no disruption has occurred with the service during the transition.

Thank you.