

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: 2024-0504	JO Date 11/12/2024	PAGE 1
PR No.: 2024-0504	PR Date: 10/12/2024	

CONTRACTOR/SUPPLIER FLORENCE MANGIO	DELIVERY TERM _____
ADDRESS _____ Singapore	PAYMENT TERM 30 days
MODE OF PROCUREMENT Overseas Procurement	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 STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN ASIA-PACIFIC TEXTILE AND APPAREL SUPPLY CHAIN EXPOSITION AND SUMMIT 2024 (APTEXPO 2024) Event Name : APTEXPO 2024 Event Dates : 13-15 November 2024 Venue/Location : Marina Bay Sands Expo & Convention Centre, Singapore SCOPE OF WORK: 1. Man and maintain the cleanliness of the booth. 2. Familiarize the products being showcased in the trade show 3. Engage visitors in conversation and ask qualifying questions to generate sales leads for the companies. 4. To report from 8:30AM - 6:30PM from 13-15 November. 5. Submit a written summary report that includes most inquired products, buyer profiles met, and recommendations. 6. Submission of Curriculum Vitae (CV) is required, <p style="text-align: center;">SEVEN HUNDRED TWENTY US DOLLARS</p>	1 pax		PHP42,057.36 or USD720.00

TOTAL AMOUNT IN WORDS: **FORTY-TWO THOUSAND FIFTY-SEVEN PESOS AND 36/100** **Php42,057.36**

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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. MARY JANE DIAGRO-GERONIMO
 Procurement, Unit Head

BUR No. **APTEXPO-2411342**
 DATE **NOV. 18, 2024**
 AMOUNT **USD 720-**

Recommended by:

MARJO F. EVIO
 Department Manager III, SBD

CONFORME:

FLORENCE MANGIO
 Name & Signature of Contractor/Supplier

 Date

Funds Available:

MALERNA C. BUAYAO
 Chief Controllership

Approved by:

LEAH PULIDO OCAMPO
 Executive Director