

# JOB ORDER

CITEM.STR.FR.006



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
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 1300 Pasay City, Metro Manila, Philippines  
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JO Number: 2024-0400	JO Date 09/20/2024	PAGE 1
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CONTRACTOR/SUPPLIER **TOPBEST PRINTING CORPORATION**  
 ADDRESS **Grace Park, Caloocan**  
 MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM .....  
 PAYMENT TERM .....  
 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
<b>PRINTING OF ID/BADGES AND PURCHASE OF COMPATIBLE THERMAL RIBBON FOR MANILA FAME OCTOBER 2024</b>  <b>ID/BADGES</b> Specification: Size: 3 1/2" x 5" Stock: C2S 160 lbs Color: Full color Process: Litho Offset Binding: Fan fold (Accordion) Others: Irregular cut with perforation and die cutting Quantity: 10,750 pieces Exhibitor - 3,000 pcs (250 pcs/pack) Guest - 4,000 pcs (250 pcs/pack) Buyers - 2,500 pcs (250 pcs/pack) Crew - 300 pcs (300 pcs/pack) Media - 300 pcs (300 pcs/pack) Organizer - 250 pcs (250 pcs/pack) Staff - 150 pcs (150 pcs/pack) VIP - 150 pcs (150 pcs/pack) Partners - 100 pcs (150 pcs/pack)	10,750 pcs.	PHP 10.00/pc or PHP 107,500.00	PHP 10.00/pc or PHP 107,500.00
<b>THERMAL RIBBON</b> Size: 110m x 100m Inkside: OUTSIDE Core: 0.5" Must be compatible with the paper used in the ID badges Delivery: 5 working days from receipt of complete materials	20 rolls	PHP 350.00/roll or PHP 7,000.00	PHP 350.00/roll or PHP 7,000.00

TOTAL AMOUNT IN WORDS: **ONE HUNDRED FOURTEEN THOUSAND AND FIVE HUNDRED PESOS** Php 114,500.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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**  
 DM - Corporate Services Department

BUR No. MF-24091050  
 DATE Sept. 24, 2024  
 AMOUNT 114,500

Recommended by:  
**NORMAN D. BAGULBAGUL**  
 Acting DM-CCSD

CONFORME:  
  
**Shirley L. Dionisio**  
 Name & Signature of Contractor/Supplier  
 10/02/2024  
 Date

Funds Available:  
  
**MALERNA C. BUYAO** 9/27  
 Chief Controllership

Approved by:  
  
**LEAH PULIDO OCAMPO**  
 Executive Director