

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: 2024-0497	JO Date: 10/16/2024	PAGE 1
	PR No.: 2024-0497	PR Date: 10/10/2024		

CONTRACTOR/SUPPLIER MASAECO INC. ADDRESS Nuestro Compound, Brgy. Carasuchi, Indang Cavite MODE OF PROCUREMENT SHOPPING	DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY CITEM DATE OF DELIVERY
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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
PURCHASE OF ARTISANAL HANDMADE SPECIALTY PAPER WITH ALUMINUM HANGING SYSTEM SIZE: 1.20m W x 3.00m H	10 units	Php6,172.00	Php61,720.00

TOTAL AMOUNT IN WORDS: **SIXTY ONE THOUSAND SEVEN HUNDRED TWENTY PESOS** Php **61,720.00**

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, who 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, CPA Procurement, Unit Head CONFORME:	BUR No. 14F-24101251 DATE OCT. 22, 2024 AMOUNT ₱ 61,720.-	Recommended by: NORMAN D. BAGUILBAGUL Acting DM, CCSD Approved by: LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR
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Name: **Wataru Sakuma**

 Date:

Funds Available:

MALERNA C. BUYAO
 Chief Controllorship

MEMORANDUM

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FOR : **MA. LOURDES D. MEDIRAN**
Deputy Executive Director

COPY : **Procurement Division**
Bids and Awards Committee

FROM : ~~_____~~
NORMAN D BAGULBAGUL
Department Manager, CCSD

DATE : **16 October 2024**

SUBJECT : **REQUEST FOR APPROVAL TO ADJUST THE DELIVERY DATE OF**
ARTISANAL HANDMADE SPECIALTY PAPER WITH ALUMINUM
HANGING SYSTEM

May we request approval to adjust the delivery date for the Procurement of Ten (10) units of Artisanal Handmade Specialty paper with Aluminum Hanging System in relation to Manila FAME October 2024 Edition.


The BAC documents, Job Order and Notice of Award for this requirement were sent to the contractor on October 16, 2024, consequently the delivery date has been adjusted from October 15, 2024 to October 17, 2024.

For your approval and consideration.

Thank you.

MEMORANDUM:

For : **MALERNA C. BUYAO**
Chief, Controllership Division

From ; **ATTY. ANNA GRACE I. MARPURI**
Head, Procurement Unit 

JESSA CHUA
Administrative Assistant I

Date : 19 December 2024

Subject : **CORRECTION ON THE JO/PO FORM USED**

This is to address the mistake on the use of JO/PO form for the Purchase of Artisanal Handmade Specialty Paper with Aluminum Hanging System. As per the Annual Procurement Plan (APP) of the end-user, this requirement is for *Shopping*. However, we have used the incorrect form which is the Job Order instead of Purchase Order.

For your consideration, please.

Thank you.