

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
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JO Number: 2024-0494-R2	JO Date: 12/16/2024	PAGE 1
PR No.: 2024-0494-R2	PR Date: 11/05/2024	

CONTRACTOR/SUPPLIER MARCONOLI CUSTODIO SHOE DESIGNS AND LEATHER CRAFT ADDRESS _____ 170 Tandang Sora Ave., Quezon City MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM _____ PLACE OF DELIVERY _____ 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
PROCUREMENT OF INFLUENCER MARKETING KIT FOR MANILA FAME 2024/2025 PROMOTIONS Contents of the Influencer Marketing Kit to be delivered to invited Knowledge Opinion Leaders (KOLs) to attend and promote Manila FAME. Curated tokens must be functional fashion items that clearly represent Filipino craftsmanship. 1. Plastic pouch with Yakan fabric detail (7in x 5in x 2in) 2. Visor with woven Abaca (free size) 3. Laptop envelope with leather handle, denim with Yakan fabric detail (14in x 10in) 4. Packaging Box with Label Awarded Contract and Payment Terms The awarded contract for this requirement is inclusive of professional fee, applicable taxes, and other incidental expenses to be incurred to complete the delivery of the service. The services will be paid in full after the delivery of the 50 sets of influencer Kits to CITEM.	50 sets	5,000.00	Php250,000.00 Inclusive of Tax

TOTAL AMOUNT IN WORDS: **TWO HUNDRED FIFTY THOUSAND PESOS** ₱ **250,000.00**

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 Department Manager, Corporate Services Dept. CONFORME Name & Signature of Contractor/Supplier Dec 27, 2024 Date	BUR No. <u>IP-CORP COM 24121583</u> DATE <u>December 27, 2024</u> AMOUNT <u>₱250,000.00</u> Funds Available: MALERNA C. BUYAO Chief Controllership	Recommended by: JOSEPH D. BERNAT Department Manager, CCSD Approved by: LEAH FULIDO OCAMPO EXECUTIVE DIRECTOR
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MEMORANDUM

FOR : 
MA. LOURDES D. MEDIRAN
Deputy Executive Director

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

FROM : 
JOSEPH D. BERNAT
Department Manager, CCSD

DATE : **23 December 2024**

SUBJECT : **REQUEST FOR APPROVAL TO ADJUST THE DELIVERY DATES FOR
THE MANILA FAME INFLUENCER MARKETING KIT**

This memorandum seeks approval for the adjustment of the delivery dates for the Manila FAME Influencer Marketing Kit. The delivery date indicated in the initial procurement requirements submitted for the hiring of the Influencer Marketing Kit supplier was dated November 19, 2024. However, due to the extended processing time required to complete all documentation and procurement requirements, the Notice of Award was only posted on December 10, 2024.

In light of this, we respectfully request that the delivery date be adjusted to December 27, 2024.

Your approval on this matter is highly appreciated.

Thank you.