

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: 2024-0587	JO Date: 12/17/2024	PAGE 1/2
PR No.: 2024-0587	PR Date: 12/12/2024	

CONTRACTOR/SUPPLIER **TINCHIYAH ADVERTISING**
 ADDRESS **Quezon City**
 MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM _____
 PAYMENT TERM **30 days**
 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
PROJECT: CITEM YEAR-END ASSESSMENT AND EMPLOYEE AWARDS			
SUBJECT: HIRING OF OFFICIAL EXHIBITION SIGNAGE CONTRACTOR FOR CITEM YEAR-END ASSESSMENT AND EMPLOYEE AWARDS			
I. MOBILIZATION / TRANSPORTATION COST	1 lot	PHP 4,000.00	PHP 4,000.00
II. PRINTING, DELIVERY, INSTALLATION, DISMANTLING AND TWO-WAY HAULING			
a. Tarpaulin with Print	20 sqm	PHP 215.00	PHP 4,300.00
b. Tarpaulin without Print	18 sqm	PHP 185.00	PHP 3,330.00
c. Printable Sticker on Foamboard	8 sqm	PHP 690.00	PHP 5,520.00
d. Printable Sticker on Sintraboard	12 sqm	PHP 950.00	PHP 11,400.00
e. 2" x 2" Wood Framing Structure	120 lm	PHP 580.00	PHP 69,600.00
III. SCOPE OF WORK AND TIMETABLE:			
1. The Contractor shall Install, Dismantle and Haul the items listed above on the specified materials and specifications.			
2. The Contractor shall provide proofs and swatches prior to final fabrication for approval unless waived by an EDD representative but to guarantee the best output.			

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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
 DM, Corporate Service Dept.
 CONFORME:
Reymon G. Ferrans
 Name & Signature of Contractor/Supplier
12/17/24
 Date

BUR No. **IP-CORP/COM-24121580**
 DATE **December 27, 2024**
 AMOUNT **₱ 98,150.00**
 Funds Available:
MALERNA C. BLIVAO
 Chief Controllership

Recommended by:
JOSEPH D. BERNAT
 Department Manager III, CCSD
 Approved by:
LEAH PULIDO OCAMPO
 Deputy Executive Director

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:
2024-0587

JO Date:
12/17/2024

PAGE

2/2

PR No.:
2024-0587

PR Date:
12/12/2024

CONTRACTOR/SUPPLIER TINCHIAH ADVERTISING
 ADDRESS Quezon City
 MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM _____
 PAYMENT TERM 30 days
 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
<p>3. The Contractor shall ensure the durability and quality of the items.</p> <p>4. The contractor shall install the items properly and in good condition (without smudge, dirt, and stains and the like) starting on ingress of 17 December 2024 (8:00AM) and egress on 17 December 2024 (9:00 PM onwards).</p> <p>5. The Contractor shall complete the installation of the requirements on 17 December 2024 (4:00PM).</p> <p>6. Contractors should be at least 5 years in the business and must have a Very Satisfactory (VS) Rating if contractor was previously hired by CITEM.</p> <p>7. All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise. Items shall be delivered to the CITEM office and shall be received by the General Service Division (GSD).</p> <p>8. Delay of delivery or installation will call for deduction of 10% of contact price</p>			

TOTAL AMOUNT IN WORDS: **NINETY-EIGHT THOUSAND ONE HUNDRED FIFTY PESOS** **Php 98, 150.00**

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 Service Dept.

BUR No. IP-CORCOM-24/2/580
 DATE December 27, 2024
 AMOUNT ₱ 98,150.00

Recommended by:

JOSEPH D. BERNAT
 Department Manager III, CCSD

CONFORME:

Name & Signature of Contractor/Supplier
 Date 12/17/24

Funds Available:

Malerna C. Buydo
 Chief Controllership

Approved by:

LEAH PULIDO OCAMPO
 Deputy Executive Director