

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:

2023-0234

PR No.:

2023-0447

JO Date:

10/16/2023

PR Date:

10/05/2023

PAGE

CONTRACTOR/SUPPLIER GET LIT FRAGRANCES CO.

ADDRESS Unit E, 2 Shorthorn St., Bahay Toro, Quezon City

MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM

PAYMENT TERM

PLACE OF DELIVERY

DATE OF DELIVERY 18 October 2023

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

SUPPLY AND DELIVERY OF SCENTED CANDLE WITH PACKAGING AS MEDIA TOKENS FOR MANILA FAME 2023

100 pcs

Php500.00

Php50,000.00

Specifications:

- Candle in a glass jar
- Size: Height – 3.3"
- Diameter: 2.5"
- Scent – Assorted scents
- Packaging – gift box with logo / sticker of Manila FAME in the box (artwork/design of logo will be provided by CITEM)

TOTAL AMOUNT IN WORDS:

Fifty Thousand Pesos

Php 50,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 Job Order upon delivery.

Very truly yours,

BUR No. **IPCORPCOM-23111290** Recommended by:

DATE **NOV - 07 2023**

AMOUNT **Php50,000.00**

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department

CONFORME:

Lavinia Naomi Paras
 Name & Signature of Contractor/Supplier

Date:

Funds Available:
Mano Buyao
MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

Norman D. Bagulbagul
NORMAN D. BAGULBAGUL
 OIC-DM, CCSD