

JOB ORDER

CITEM.STR.FR.006

CITEM 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: 2024-0029	JO Date: 02/07/2024	PAGE
PR No.: 2024-0016	PR Date: 12/22/2023	

CONTRACTOR/SUPPLIER **MZNPOWER ENTERPRISE**
 ADDRESS 201 K.N. Domingo Street, Brgy. Erminato, San Juan
 Manila
 MODE OF PROCUREMENT Small Value Procurement



DELIVERY TERM
 PAYMENT TERM
 PLACE OF DELIVERY
 DATE OF DELIVERY


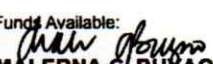
Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
QUARTERLY PREVENTIVE MAINTENANCE FOR CITEM GENERATOR CY 2024			Php49,000.00
<p>Scope of Work:</p> <ol style="list-style-type: none"> Conduct the quarterly preventive maintenance of the generator and its Automatic Transfer Switch (ATS) on a quarterly schedule. Conduct Preventive Maintenance Service on the fourth quarter to change the following: <ol style="list-style-type: none"> Engine Oil Fuel Separator Fuel Filter Engine Coolant Lube Oil Filter Air Filter Quarterly visit and check up should include all parts of the generator and the ATS. Perform minor repairs, if necessary. Provide service reports of the quarterly schedule. Provide technical advice for major repairs and perform the same, if necessary. Actual costs of repair shall be separate from the quarterly maintenance contract. Coordinate with in-house electricians for the maintenance and operation of the generator. Provide qualified technicians to do the preventive maintenance and/or repair. Technicians shall be on-call for immediate or emergency check-up and/or repair. 			
		Breakdown:	
		Php8,500.00/qtr	
		X quarter	
		=====	
		4 th qtr	Php25,500.00
			=====
			Php23,500.00
			=====
			Php49,000.00

TOTAL AMOUNT IN WORDS: **Forty Nine Thousand Pesos** **Php 49,000.00**

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,

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

 Name & Signature of Contractor/Supplier
Grace Pucenid
 2-21-2024
 Date

BUR No. ADE 24020177
 DATE 02-12-2024
 AMOUNT **Php49,000.00**
 Recommended by:
 Approved by: 
REYNALDO R. GONZALES
 OIC-DC, General Services Division
 Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division