

# 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:	JO Date:	PAGE
2024-0124	04/12/2024	
PR No.:	PR Date:	
2024-0124	03/14/2024	

<b>CONTRACTOR/SUPPLIER</b> TOPBEST PRINTING CORPORATION	<b>DELIVERY TERM</b>
<b>ADDRESS</b> 197 Ma. Clara, Grace Park East, Caloocan City	<b>PAYMENT TERM</b>
<b>MODE OF PROCUREMENT</b> Small Value Procurement	<b>PLACE OF DELIVERY</b>
	<b>DATE OF DELIVERY</b> 5 days upon approval of digital proof

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
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**EVENT BADGES FOR IFEX PHILIPPINES 2024**

**PRINTING OF THE FOLLOWING ID BADGES:**

Exhibitors (250 pcs per pack)	2,500 pcs	Php12.00/pc	Php30,000.00
Trade Buyer (250 pcs per pack)	1,750 pcs	Php12.00/pc	Php21,000.00
VIP	100 pcs	Php12.00/pc	Php 1,200.00
VIB	120 pcs	Php12.00/pc	Php 1,440.00
Guest (200 pcs per pack)	1,200 pcs	Php12.00/pc	Php14,400.00
Organizer	200 pcs	Php12.00/pc	Php 2,400.00
Staff	200 pcs	Php12.00/pc	Php 2,400.00
Event Partner	220 pcs	Php12.00/pc	Php 2,640.00
Media	250 pcs	Php12.00/pc	Php 3,000.00
Government	250 pcs	Php12.00/pc	Php 3,000.00

\*all IDs must be 2pcs per fold\* Printer to supply the Thermal Ribbon

<b>Thermal Ribbon:</b>	10 rolls	Php350.00/roll	Php3,500.00
<b>Material for Thermal Paper is Wax.</b>			
<b>Thermal Ribbon Core - 1 inch</b>			
- Size: 110mm x 100M			
- Inkside: OUTSIDE			
- must be compatible with the paper used in the ID badges			Php84,980.00

**Specifications:**

Size : 3 1/2" x 5"

Stock : C2S 160lbs

Color : Full Color

Process : Litho offset

Binding : Fan Fold (Accordion)

Others : Irregular cut with perforation and die cutting

TOTAL AMOUNT IN WORDS: *eighty four thousand nine hundred eighty pesos only* | Php **84,980.00**

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. *IFEX - 24040380*

Recommended by:

**ATTY. ANNA GRAE I. MARPURI**  
 OIC-DM, CS Department

DATE *April 12, 2024*

CONFORME:

AMOUNT **Php84,980.00**

*Shirley L. Dionisio*  
**Shirley L. Dionisio**  
 Name & Signature of Contractor/Supplier

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

Approved by:

*Rowena D. Mendoza*  
**ROWENA D. MENDOZA**  
 OIC-DM, OG 2

Date