

# JOB ORDER

CITEM.STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> 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: <b>2024-0234</b>	JO Date: <b>06/05/2024</b>	PAGE
		PR No.: <b>2024-0234</b>	PR Date: <b>05/21/2024</b>	

CONTRACTOR/SUPPLIER <b>BUSINESS GUIDE-SHA, INC.</b> ADDRESS 2-6-2 Kiminarimon, Taito-ku, Tokyo, Japan MODE OF PROCUREMENT <b>Overseas Procurement</b>	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
<b>Space Rental for the Philippine Participation in Tokyo International Gift Show (TIGS) Autumn Show 2024</b>  <b>Space Requirement : Ten (10) booths at 9sqm each booth</b>  <b>Fair Dates : 04 - 06 September 2024</b>  <b>Location : Tokyo, Japan</b>	90 sqm		<b>JPY4,510,000.00</b> or <b>Php1,670,053.00</b>

TOTAL AMOUNT IN WORDS: Four Million Five Hundred Ten Thousand Japanese Yen or a Total of One Million Six Hundred Seventy Thousand Fifty Three Pesos

Php 1,670,053.00 or JPY4,510,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 \_\_\_\_\_ 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:

*Nolyuki Haga*

Name & Signature of Contractor/Supplier

Date 6/18/2024

BUR No. 1165-24010620

DATE 6/14/2024

AMOUNT **Php1,670,053.00 or JPY4,510,000.00**

Funds Available:

*Char Brown*  
**MALERNA C. BUYAO**  
Chief, Controllership Division

Recommended by:

*Marjo F. Evio*  
**MARJO F. EVIO**  
OIC-DM, Operations Group 1

Approved by:

*Romleah Juliet P. Ocampo*  
**ROMLEAH JULIET P. OCAMPO**  
Executive Director