



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
2019-0316 PR No.	05 December 2019 PR Date	1/2
2019-0995	11/11/2019	

CONTRACTOR/SUPPLIER **MSD GODSPEED EXHIBITS, CORP.**
ADDRESS 384 Navy Road Raod, Veterans Village, Brgy. Holy Spirit, Quezon City
MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

DELIVERY TERM
PAYMENT TERM
PLACE OF DELIVERY CITEM
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
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Hiring of the Official Booth and Venue Enhancements Contractor for the National Export Congress 2019

130,000.00

Work Specifications:

24 units at 4 sq.m each:

- 4 sqm Dark Gray/Black carpet
- 2 units Shelvings
- 2 units Spotlights
- 2 units Negotiation Chair
- 1 unit Negotiation Counter
- 1 unit Company Name Fascia Board
- 1 unit Trash Bin
- 1 unit 3-gang Electrical Outlet with 300w allotment

Siteworks and logistics (hauling, installation, dismantling and manpower)

Scope of Work:

1. The contractor shall supply, 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.
3. The contractor shall ensure the durability and quality of the items.
4. The contractor shall install the items properly and in good condition (without smudges, dirt, and stains and the like) on 06 December 2019 at 12am and egress at 06 December 2019 at 8pm.

(Arrangements of ingress and egress will be discussed during the pre-bidding)

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 _____ 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,

 JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Unit

CONFORME:

BUR No. T-NEC-19120055

DATE 12/12/19

AMOUNT ₱ 130,000.00

Recommended by:

NORMAN D. BAGULBAGUL
 OIC, EDD

Approved by:

Funds Available:

MALERNA C. BUYAO

ARTURO CRUZ DIMAANO

Chief, Controllershio Division

Department Manager III

Date

JOB ORDER

CITEM.STR.FR.006



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**Hiring of Official Booth and Venue Enhancements
 Contractor for National Export Congress 2019**

Scope of Work (continuation)

- The contractor shall complete installation of the items at exactly 6am on 06 December 2019
- All above item/s is/are rental unless indicated as Purchase.

Budget Source : National Export Congress 2019

TOTAL AMOUNT IN WORDS:

Php

One Hundred Thirty Thousand Pesos

130,000.00

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Very truly yours,

Jaime Sandoval
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Unit

CONFORME: *Arma Scitakis*

BUR No. **T-NEC-19120055**

Recommended by:

DATE **12/11/19**

AMOUNT **₱130,000.00**

Norman D. Bagulbagul
NORMAN D. BAGULBAGUL
 OIC, EDD

Approved by:

Arturo Cruz Dimaano
ARTURO CRUZ DIMAANO
 Department Manager III

Funds Available:

Malerna C. Buyao
MALERNA C. BUYAO
 Chief, Controllership Division

Arma Scitakis
 Name & Signature of Contractor/Supplier

Date