

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
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JO Number:

2020-0089

JO Date:

11-03-2020

PAGE

PR No.:

2020-0311

PR Date:

10-23-2020

CONTRACTOR/SUPPLIER **DEMAGE INTERNATIONAL MESSE LTD.**

ADDRESS **Shanghai, China**

MODE OF PROCUREMENT **OVERSEAS 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
Equipment Rental for Opening Ceremony, Internet Service and Visual Merchandising Requirements of China International Import Expo (CIIE) 2020			USD 19,110.00 OR PHP 924,847.56
I. OPENING CEREMONY			
a. Ribbon Cutting (Floor stand)	4 units	US\$ 600.00	
b. Podium	1 unit	US\$ 400.00	
c. Live Zoom Casting	1 unit	US\$2,700.00	
d. Technical Rider	1 unit	US\$ 600.00	
e. Medium to Large Sized Flower	10 units	US\$ 770.00	
II. Manpower			
a. Cleaners/Helpers/Janitors (Ingress) 2 days Scope of Work: - Provide manpower assistance to the onsite officers (e.g. carry items, unpack, etc) as needed	2 pax	US\$ 300.00	
b. Sanitizers/Cleaners/Helpers (Event Proper) 6 days Scope of Work: - Clean headphones, keyboard and mouse of the pods after every use of an individual. - Sanitize the pavilion after every start and end of the show	3 pax	US\$1,300.00	
c. Visual Merchandisers (Ingress) 2 days + Props Scope of Work: - Curate the products based on the requirement of the client and provide assistance to the on-site officers as needed.	2 pax	US\$1,940.00	
III. 100mbps Internet + Router - No. of days to be availed: 01-10 November 2020	1 unit	US\$9,700.00	
IV. Photographer (November 5th – 6th) Scope of Work: - Take photos of no less than 200 images of suggested shots of the client. - Submit the raw files of photos on the day of the shoot and provide the <u>necessary</u> equipment and props.	2 units	US\$ 800.00	
Total		US\$19,110.00	OR
US Dollar Nineteen Thousand One Hundred Ten			

TOTAL AMOUNT IN WORDS: Nine Hundred Twenty Four Thousand Eight Hundred Forty Seven and Fifty Six Centavos

Php 924,847.56

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,

BUR No. **CAP-20110734**

Recommended by:

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

DATE **11/17/2020**

Rowena D. Mendoza
ROWENA D. MENDOZA
 CIC-EM, Operations Group 2

CONFORME:

AMOUNT **Php 924,847.56**

Approved by:

Name & Signature of Contractor/Supplier

Clairie Qian
Clairie Qian
 Date

Funds Available:

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

Paulina Suaco Juan
PAULINA SUACO JUAN
 Executive Director