

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:

2021-0018

PR No.:

2021-0015

JO Date:

03/04/2021

PR Date:

01/08/2021

PAGE

CONTRACTOR/SUPPLIER **CPSE ENTERPRISES**
 ADDRESS **Marigman Achacoso Cmpd, Sitio Loreland**
San Roque, Antipolo City
 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
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ANNUAL RENTAL OF PHOTOCOPIER MACHINE
 for the period MARCH - DECEMBER 2021

Not to exceed
 Php315,000.00

Rate per copy per month:
 Php 0.50 per copy for the first 20,000 copies
 PhP 0.38 per copy over 20,000 copies

General Requirements:

1. Include Machine operator (Monday to Friday plus overtime during special events/trade fairs), consumables, spare parts, repairs, service maintenance unit, operator's salary, machine insurance, mobilization and demobilization to office and/or trade fair venue.
2. During Quarantine Period the Minimum Number of Copies shall be 10,000 copies only

Minimum Specifications:

- a. Print output at least 30,000 print per month
- b. Multifunctional digital copier
- c. High quality prints
- d. Automatic Document feeder
- e. can print many copies in just one scan
- f. print speed at least 45ppm
- g. automatic paper tray selection
- h. automatic paper size selection and zoom
- i. with automatic paper sorter/stacking
- j. zoom capacity from 25% to 400%
- k. glass platen can fit A3 sizes including 3-dimensional objects
- l. with at least 4 paper trays for A5-A3
- m. A3 duplex size single pass document feeder
- n. with booklet creation feature
- o. Maximum Machine size: 1.70m (L) x 0.90m (w) x 1.30m (H)

Not to exceed

TOTAL AMOUNT IN WORDS:	Three Hundred Fifteen Pesos	Php 315,000.00
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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,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

Ernie A. Sullivan
 Name & Signature of Contractor/Supplier

Date

BUR No. AOE-21030179

DATE 03/24/2021

AMOUNT Php315,000.00

Funds Available:
 MALENA C. BUVAO
 Chief, Controllership Division

Recommended by

Anna Grace I. Marpuri
 ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Corporate Services Dept.

Approved by

Ma. Lourdes D. Mediran
 MA. LOURDES D. MEDIRAN
 Deputy Executive Director