

# 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) 831-1388, 832-3965  
 info@citem.com.ph www.citem.com.ph



JO Number:	JO Date:	PAGE 1/2
<b>2023-0171</b>	<b>10/16/2023</b>	
PR No.:	PR Date:	
<b>2023-0375</b>	<b>09/12/2023</b>	

**CONTRACTOR/SUPPLIER** **MNCC DESIGNS AND INTEGRATED SERVICES**

**ADDRESS** Colegio Dela Nuestra Senora De Guadalupe  
 Umali Street, Putatan, Muntinlupa 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
<b>RENTAL, INSTALLATION, DISMANTLING, AND TWO-WAY HAULING OF BUYER'S LOUNGE AREA IN MANILA FAME 2023</b>			<b>Php148,000.00</b>

QTY	UNIT	ARTICLE/WORK/DESCRIPTION/SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<b>I. MOBILIZATION / DEMOBILIZATION</b>		No Bid Indicated
2	sets	<b>II. FABRICATION (rental)</b> a) Structure 1 - Free Standing 1.50x0.50x2.40mH with 2"x2" Kiln Dry Wooden Framing		Php20,000.00
1	set	b) Structure 2 - Free Standing 1.50x0.30x2.30mH with 2"x2" Kiln Dry Wooden Framing attached to a 2x2" Tubular Steel		Php20,000.00
2	Sets	c) Structure 3 - Free Standing 1.30x0.30x1.30mH with 2"x2" Kiln Dry Wooden Framing		Php20,000.00
2	Sets	d) Structure 4 - Free Standing 4.25x0.40x2.30mH with 2"x2" Kiln Dry Wooden Framing attached to a 2x2" Tubular Steel cladded with 1/2" Plywood		Php30,000.00
1	Lot	e) LED Strip light (Daylight) (rental)		Php10,000.00
2	sets	<b>III. SOFA SET (purchase)</b> 1pc - 3-seater (L185xW70xH80cm) 2 pcs - 1 seater (L70xW70xH80cm) 1 pc - Center Table (L90xW50xH45cm) Material: Linen/Faux Leather/Cotton	Php25,000.00	Php50,000.00
			BID OFFER	Php150,000.00
			less	Php2,000.00
			<b>TOTAL</b>	<b>Php148,000.00</b>

**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 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,

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

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. **MF-2311294**

DATE **11/7/2023**

AMOUNT **Php148,000.00**

Funds Available:

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

Recommended by:

Approved by:

**NORMAN D. BASULBAGUL**  
 OIC-DM, CCSD

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PR No.: <b>2023-0375</b>	PR Date: <b>09/12/2023</b>	

**CONTRACTOR/SUPPLIER** **MNCC DESIGNS AND INTEGRATED SERVICES**

**ADDRESS** Colegio Dela Nuestra Senora De Guadalupe  
 Umali Street, Putatan, Muntinlupa City

**MODE OF PROCUREMENT** **Small Value Procurement**

**DELIVERY TERM**

**PAYMENT TERM**

**PLACE OF DELIVERY**

**DATE OF DELIVERY**

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**DESCRIPTION**

**QTY/UNIT**

**UNIT PRICE**

**AMOUNT**

**Scope of Work:**

1. The contractor shall 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 smudge, dirt, stain and the like) 16 October 2023 at 08:00am and egress on 21 October 2023.
5. The contractor shall complete installation of the items on 18 October 2023, 08:00pm.
6. Contractors should be at least 5 years in the business. Based on company profile or any document reflecting company's length of business submitted.
7. All above item/s is/are the property of CITEM after the event unless indicated as rental or otherwise.
8. Delay of delivery or installation will call for deduction of 10% of contract price

**TOTAL AMOUNT IN WORDS: One Hundred Forty Eight Thousand Pesos**

**Php 148,000.00**

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 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,

**ATTY. ANNA GRACE M. MARPURI**  
**OIC-DM, CS Department**

CONFORME:

*[Signature]*  
 Name & Signature of Contractor/Supplier

Date

BUR No. **WF-2311244**

DATE **11/7/2023**

AMOUNT **Php148,000.00**

Funds Available:

*[Signature]*  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:

Approved by:

*[Signature]*  
**NORMAN D. BAGULBAGUL**  
 OIC-DM, CCSD