

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
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JO Number: 2023-0219	JO Date: 10/18/2023	PAGE
PR No.: 2023-0415-R1	PR Date: 10/12/2023	

CONTRACTOR/SUPPLIER **ELEMIE NATURALS INC.**

ADDRESS Unit 209 Gold Condo, 15 Annapolis Street
 Greenhills, San Juan 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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SUPPLY AND DELIVERY OF PACKAGED ESSENTIAL OIL BLENDS TRAVEL KIT SET AS TOKENS FOR MANILA FAME REGULAR FOREIGN BUYERS	400 pcs	Php300.00/set	Php120,000.00
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Specifications:

Size : 1.5ml in pocket sized roller bottles packaging included

No. of pcs per set : 5 pcs/set

Preferred Scents:

- Rise and Shine
- Minty Breeze
- Citronella Burst
- Sweet Dreams
- Stress Away

Delivery Date : 18 October 2023

with Tampipi and Buri Ribbon packaging

TOTAL AMOUNT IN WORDS:	One Hundred Twenty Thousand Pesos	Php 120,000.00
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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 Rejected deliveries are to be withdrawn and/or replaced immediately.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,

BUR No. **UF-2311289**
 DATE **NOV-07-2023**
 AMOUNT **Php120,000.00**

Recommended by:

ANNA MARIE D. ALZONA
 Chief, OTF-OG1

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

Ane Morales
 Name & Signature of Contractor/Supplier

Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

MARJO FLAVIO
 OIC-DM, OG 1