

# JOB ORDER

CITEM.STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> 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	dti PHILIPPINES	JO Number: <b>2023-0243</b>	JO Date: <b>12/01/2023</b>	PAGE
		PR No.: <b>2023-0431</b>	PR Date: <b>10/04/2023</b>	

<b>CONTRACTOR/SUPPLIER OFFICEMOTO CORPORATION</b> ADDRESS 2F CBC Corporate Center, 724 Shaw Blvd., Wack Wack, Mandaluyong City MODE OF PROCUREMENT <b>Small Value Procurement</b>	DELIVERY TERM _____ PAYMENT TERM _____ PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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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>SUPPLY AND DELIVERY OF CHRISTMAS PACKAGE</b>  Date Needed / Delivery Period: 15 days after receipt of Job Order or no later than 15 December 2023, whichever comes later.  Inclusions: • 180 pieces of Spaghetti Pasta Italiana (900g) • 180 pieces of Spaghetti Sauce Filipino Style (1kg) • 180 bars of Original Processed Filled Cheese (430g-440g) • 360 cans of Ranch Style Corned Beef (380g) • 360 cans of Luncheon Meat 25% Less Sodium (340g) • 180 packs of Elbow Macaroni Pasta Italiana (1kg) • 360 cans of Fruit Cocktail in Extra Light Syrup (825g-836g) • 360 pieces of All Purpose Cream (UHT Processed Reconstituted Cream) (250ml) • 360 pieces of Classic Sweetened Condensed Filled Milk (300ml) • 180 pieces of Pineapple Tidbits (in extra light syrup) (432g) • 180 jars of Regular Sandwich Spread (470ml) • 180 cans of Potato Chips Snack (102g-107g) – Flavor: Cheese • 180 cans of Potato Chips Snack (102g-107g) – Flavor: Sour Cream and Onion • 360 bars of Dairy Milk Chocolate (160g each bar) (2 kinds = 180 pieces milk chocolate and 180 pieces roast almond) • 180 pieces of Canvass or Burlap Bag  * Supplier must deliver the items to CITEM already packed in a reusable eco bag  Delivery Address: CITEM – Center for International Trade Expositions and Mission Golden Shell Pavilion, Roxas Boulevard cor. 1300 Sen. Gil J. Puyat Ave., Pasay, 1300 Metro Manila	180 bags		<b>Php562,513.76</b>

TOTAL AMOUNT IN WORDS:	FIVE HUNDRED SIXTY-TWO THOUSAND FIVE HUNDRED THIRTEEN PESOS AND SEVENTY SIX CENTAVOS	<b>Php 562,513.76</b>
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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,

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

BUR No. AE-2312144E Recommended by:  
 DATE 12-04-2023 **FLORENCE PEARL M. BUENSALIDO**  
 Chief, HRMD Division  
 AMOUNT **Php562,513.76**

Approved by:  
**MA. LOURDES D. MEDIRAN**  
 Deputy Executive Director

Funds Available:  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

**JERIC LATORRE**  
 Name & Signature of Contractor/Supplier  
 12/13/2023  
 Date