



**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: <b>2024-0091</b>	JO Date: <b>03/05/2024</b>	PAGE
PR No.: <b>2024-0091</b>	PR Date: <b>02/20/2024</b>	

<b>CONTRACTOR/SUPPLIER</b> <b>RULUJAC ENTERPRISE</b>	<b>DELIVERY TERM</b>
<b>ADDRESS</b> 165 Flamengco Street, Panghulo, Obando, Bulacan	<b>PAYMENT TERM</b>
<b>MODE OF PROCUREMENT</b> Small Value Procurement	<b>PLACE OF DELIVERY</b>
	<b>DATE OF DELIVERY</b>

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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FABRICATION OF POLO SHIRT FOR NATIONAL WOMEN'S MONTH CELEBRATION 2024	135 pcs	Php385.00/pc	<b>Php51,975.00</b>
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**SPECIFICATIONS:**

Material : polyester, cotton or blend  
 Color : Royal Purple  
 Printing method :  
 CITEM Logo - Embroidery (White)  
 National Women's Month Logo - In Stronghold Vinyl Sticker

- Sizes:**
- Extra Small (XS) - 3 pcs
  - Small - 14 pcs
  - Medium - 30 pcs
  - Large - 35 pcs
  - Extra Large - 29 pcs
  - 2 XL - 9 pcs
  - 3 XL - 8 pcs
  - 4 XL - 3 pcs
  - 5 XL - 4 pcs

Total - 135 pcs

**Scope of Work:**

1. Fabrication of the polo shirt along with the submitted design and specifications.
2. Supplier must provide sample sizes of the polo shirts within 2 working days after issuance of NOA
3. CITEM shall provide the breakdown of quantity per size after 2 working days
4. Shirts must be in good condition (without smudge, dirt and stains, etc)
5. Ensure delivery of shirts are segregated according to size.
6. Print must be visually clear and visible.

<b>TOTAL AMOUNT IN WORDS:</b>	Php
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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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

BUR No. AOE 24030279  
 DATE MARCH 07, 2024  
 AMOUNT **Php51,975.00**

Recommended by:  
  
**FLORENCE PEARL M. BUENSALIDO**  
 Chief, HRMD Division

CONFORME:  
  
 Name & Signature of Contractor/Supplier  
03/10/24  
 Date

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

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

# JOB ORDER

CITEM.STR.FR.006






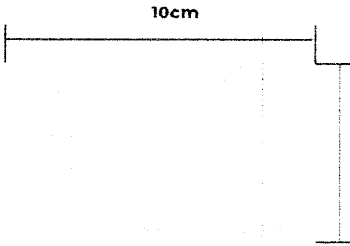
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<b>MODE OF PROCUREMENT</b> Small Value Procurement	<b>PLACE OF DELIVERY</b>
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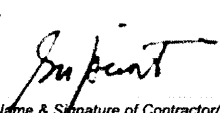
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p><b>MOCKUP:</b></p>  			
<p><b>DETAILS:</b></p>  			

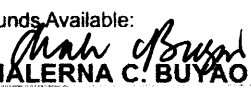
<b>TOTAL AMOUNT IN WORDS:</b> Fifty One Thousand Nine Hundred Seventy Five Pesos	<b>Php51,975.00</b>
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Very truly yours,  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, CS Department

CONFORME:  
  
 Name & Signature of Contractor/Supplier  
 Date

BUR No. AOE-24030279  
 DATE March 7, 2024  
 AMOUNT Php51,975.00

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

Recommended by:  
  
**FLORENCE PEARL M. BUENSALIDO**  
 Chief, HRMD Division

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