

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:
2020-0023

JO Date:
10-Feb-20

PAGE

PR No.: *
2020-0053

PR Date:
1/6/2020

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CONTRACTOR/SUPPLIER **GPSE ENTERPRISES**
 ADDRESS **Marigman Achacoso Compound**
Sitio Loreland, San Roque, Antipolo City
 MODE OF PROCUREMENT **Tel. No. 370-4123 / 938-9042**
Small Value Procurement

DELIVERY TERM _____
 PAYMENT TERM _____
 PLACE OF DELIVERY **CITEM**
 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
<p>ANNUAL RENTAL OF PHOTOCOPIER MACHINE FOR CY 2020 (January to December 2020) (OLIVETTI-4501)</p> <p>Rate per copy: Php 0.50 per copy for the first 20,000 copies Php 0.38 per copy for over 20,000 copies</p> <p>General Requirements: Include machine operator (Monday to Friday plus overtime during special events/trade fairs), consummables, spare parts, repairs, service maintenance unit, operator's salary, machine insurance, mobilization and demobilization to office and/or trade fair venue.</p> <p>Minimum Specifications</p> <ol style="list-style-type: none"> Print output at least 30,000 print per month Multifunctional digital copier High quality prints Automatic Document feeder Can print many copies in just one scan Print speed at least 45 ppm <p>B.S. AOE</p>			<p>378,000.00 (not to exceed)</p>

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement
 CONFORME:

Ernie A. Sullivan
 Name & Signature of Contractor/Supplier
 Date _____

BUR No. NE-70270243
 DATE 2/14/2020
 AMOUNT ₱ 378,000.00
 Funded by:
MALERNA C. BUYAO
 DC, Controllership Div.

Recommended by:

JATTY ANINA GRACE I. MARPURI
 OIC, CSD
 Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

Handwritten initials

JOB ORDER

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CONTRACTOR/SUPPLIER CPSE ENTERPRISES
ADDRESS Marigman Achacoso Compound
Sitio Loreland, San Roque, Antipolo City
MODE OF PROCUREMENT Tel. No. 370 4123 / 938 9042
Small Value Procurement

DELIVERY TERM _____
PAYMENT TERM _____
PLACE OF DELIVERY CITEM
DATE OF DELIVERY _____

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>ANNUAL RENTAL OF PHOTOCOPIER MACHINE FOR CY 2020 (OLIVETTI-4501)</p> <p>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)</p> <p>Security Deposit: WAIVE Demo, Installation & Delivery Charge: WAIVE</p> <p>B.S. AOE</p>			

TOTAL AMOUNT IN WORDS: THREE HUNDRED SEVENTY EIGHT THOUSAND PESOS Php 378,000.00

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement

CONFORME:

Ernie A. Sullivan
 Name & Signature of Contractor/Supplier

BUR No. AVF-2020244
 DATE 2/14/2020
 AMOUNT ₱ 378,000.00

Funds Available:

MALERNA C. BUZAO
 DC, Controllership Div.

Recommended by:

FATTY ANNA GRACE I. MARPURI
 OIC, CSD

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

Date