



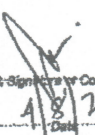
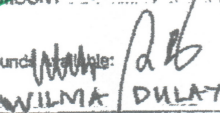





JOB ORDER

CITEM.STR.FR.008

 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, 832-3065 ✉ info@citem.com.ph 🌐 www.citem.com.ph			J.O. Number: 2025-0068	J.O. Date: 02/18/2025	PAGE 1
PR No.: 2025-0068		PR Date: 01/23/2025			
CONTRACTOR/SUPPLIER COLOR1 DIGITAL, INC. ADDRESS <u>2321 Marconi Street, San Isidro, Makati</u> MODE OF PROCUREMENT <u>SMALL VALUE PROCUREMENT</u>			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	
PROCUREMENT OF WHITE A4 SIZED DOCUMENT ENVELOPE WITH CITEM LOGO PRINT FOR THE CITEMIX NEWSLETTER MAILING AND DISTRIBUTION		5,000 pcs		Php 68,000.00	
TOTAL AMOUNT IN WORDS: SIXTY-EIGHT THOUSAND PESOS				Php 68,000.00	
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 <u>1/10 of 1%</u> 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 Invoices or Official Receipt with the Purchase Order upon delivery.					
Very truly yours,  ATTY. ANNA GRACE V. MARPUR Department Manager, CSD		BUR No. <u>11-CONPLAN-2503-637</u> DATE <u>MARCH 04, 2025</u> AMOUNT <u>P 68,000.00</u>		Recommended by:  ATTY. EVA MARIE MARIQUINA Division Chief-CorPlan	
CONFORME:  Name & Signature of Contractor/Supplier <u>4/8/25</u> Date		Fund Available:  WILMA DULAY Chief Controlship		Approved by:  ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR	

MEMORANDUM

FOR : 
Executive Director LEAH PULIDO OCAMPO

FROM : 
ATTY. EVA MARIE MARIQUINA
DC, Corporate Planning Division

DATE : JUNE 13, 2025

SUBJECT : **CHANGE OF DELIVERY DATE**

We would like to formally request an adjustment in the delivery date for the 5,000 pieces of White A4-size document envelopes with the CITEM logo. We request to extend the original PR delivery date from **January 31, 2025** to **June 16, 2025**.

This adjustment was necessary due to multiple rounds of revisions, proofing, and finalization of instructions related to the envelope design. The final approved files were forwarded to the supplier on **May 30, 2025**.

The end user has agreed to the revised delivery timeline to allow the supplier sufficient time to produce high-quality materials. We are pleased to report that all envelopes were successfully delivered by **June 16, 2025**, in time for the scheduled event.

For consideration please.