Construction Industry Authority of the Philippines

JOB ORDER

CIAP-F-PrM-02
Rev. No.: 00

1		2	
Supplier/Provider :	**T.J.'s CLEAR ART**	P.O. No. :	**2026-06-074**
Address:	11 B Felicia St. San Antonio Homes Culiat, Quezon City	Date :	2 June 2026
		P.R. No.	26-06065
Tel. / Fax No.:	8951-3912	Date :	1 June 2026
TIN:	164-395-423-000	Mode of Procurement:	Small Value Procurement (Section 34)

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Sir / Ma'am:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Item No.	Stock No.	Qty.	Unit	Description	Cost	
					Unit	Total
1		1	Unit(s)	Customized Tabletop Nameplate **Additional Tabletop Nameplate in reference to Job Order No. 2026-04-045 for Atty. Engr. Jessica Vien S. Mandi-Kintanar. ***Please see attached Terms of Reference/ Technical Specifications conformed by the Supplier for other requirements; One (1) mock sample for for the office signage, office door signage, and nameplate shall be provided within five (5) working days from the date of conforme shall be submitted by the supplier before mass production; Mass production of the items purchased shall be after the approval of the samples. Delivery period shall be within twenty (20) calendar days from approval of the mock samples.	₱ 2,240.00	₱ 2,240.00
				Nothing Follows		

Amount in Words:

TWO THOUSAND TWO HUNDRED FORTY PESOS ONLY

Total	₱ **2,240.00**
*Subject to applicable taxes	
Total	₱ **2,240.00**

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Place of Delivery: CIAP Makati Office
Date of Delivery: -

Payment Term: ☐ Check/ADA Payment; 30 calendar days after complete delivery and acceptance
Delivery Term: ☐ Pick-Up ☐ Deliver within 15 from receipt of this JO by the Supplier

5 Penalty Provision:

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed on the undelivered item/s.

Conforme:

T.J.'s CLEAR ART

MELINDA B. BORRES
Authorized Supplier Signature over Printed Name

10 JUN 2026
Date

Very truly yours,

ATTY. MARK BRIAN A. DELA CRUZ
Executive Director, CIAP

02-Jun-26
Date

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Fund Cluster:
Funds Available:

Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. :
Date of the ORS/BURS:
Amount :

NOTICE TO PROCEED

2 June 2026

MELINDA B. BORRES
Marketing Head
T.J.'s CLEAR ART
11 B Felicia St. San Antonio Homes Culiat, Quezon City

Dear Mr./Ms. Melinda B. Borres:

With the approval of Job Order No. 2026-06-074, notice is hereby given to T.J.'s CLEAR ART, to proceed with the supply and delivery of the requirements stated therein, specifically the Procurement of Customized Office Signages and Name Tabletop Displays for Official Use of CIAP, in accordance with the terms and conditions of the said Job Order. The supplier is likewise directed to comply with the delivery period indicated therein or in the attached Terms of Reference/Technical Specifications, which form an integral part of the this Notice.

Please acknowledge receipt and acceptance of this notice by signing your concurrence in the space provided below marked "Conforme." Kindly retain one (1) copy for your records and return the remaining copies to the Office of the Construction Industry Authority of the Philippines at the address indicated below, through the Bids and Awards Committee Secretariat.

Very truly yours,

ATTY. MARK BRIAN A. DELA CRUZ
CIAP Executive Director &
Head of Procuring Entity

CONFORME
Signature:
Name of Representative of Bidder: MELINDA B. BORRES
Organization/Company Name: T.J.'s Clear Art
Date: 18 JUN 2026

NOTICE OF AWARD

2 June 2026

MELINDA B. BORRES
Marketing Head
T.J.'s CLEAR ART
11 B Felicia St. San Antonio Homes Culiat, Quezon City

Dear Mr./Ms. Melinda B. Borres:

We are pleased to inform you that your bid proposal for the T.J.'s CLEAR ART for the Procurement of Customized Office Signages and Name Tabletop Displays for Official Use of CIAP in the total amount of TWO THOUSAND TWO HUNDRED FORTY PESOS (₱2,240.00), inclusive of all applicable taxes and other service charges, is hereby accepted.

Please acknowledge receipt and acceptance of this notice by signing your concurrence in the space provided below marked "Conforme." Kindly retain one (1) copy for your records and return the remaining copies to the Office of the Construction Industry Authority of the Philippines at the address indicated below, through the Bids and Awards Committee Secretariat.

Very truly yours,

ATTY. MARK BRIAN A. DELA CRUZ
CIAP Executive Director &
Head of Procuring Entity

CONFORME
Signature:
Name of Representative of Bidder: MELINDA B. BORRES
Organization/Company Name: T.J.'s Clear Art
Date: 10 JUN 2026

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES (CIAP)
An Attached Agency of the Department of Trade and Industry
3/F NAPOLCOM Building, No. 371 Sen. Gil J. Puyat Avenue, Makati City, Philippines
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