

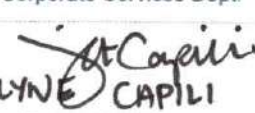
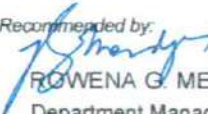




# JOB ORDER





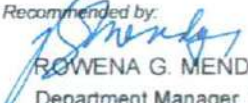


CITEM.STR.FR.006

 <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		JO Number: <b>2025-0210-R1</b>	JO Date: <b>05/08/2025</b>	PAGE <b>1 of 3</b>
		PR No.: <b>2025-0210-R1</b>	PR Date: <b>04/14/2025</b>	
<b>CONTRACTOR/SUPPLIER</b> <b>TORRE LORENZO DEVELOPMENT CORPORATION (LYF MALATE MANILA)</b> <b>ADDRESS</b> <b>MALVAR CORNER, VASQUEZ STREET, MALATE MANILA</b> <b>MODE OF PROCUREMENT</b> <b>Lease of Real Property or Venue</b>		<b>DELIVERY TERM</b> _____ <b>PAYMENT TERM</b> <b>30 days</b> <b>PLACE OF DELIVERY</b> <b>CITEM</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).				
<b>DESCRIPTION</b>		<b>QTY/UNIT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
<b>HOTEL ACCOMMODATION FOR THE IFEX-SSX 2025 CITEM OFFICIALS AND STAFF IFEX PHILIPPINES 2025</b>		<b>1 lot</b>	<b>6,000.00</b>	<b>Php396,000.00</b>
Period of Engagement/ Date of Delivery or Date Needed		ROOM NIGHTS WILL BE SPREAD OUT BETWEEN 20-25 MAY 2025, SUBJECT TO ADJUSTMENT		
<b>I. DETAILED SCOPE OF WORK</b> The Hotel Accommodation must provide the following: 1. At least 66 room nights for quadruple sharing a. Room nights will be spread-out between 20-25 May 2025, subject to adjustments on or before 16 May 2025 b. For triple sharing, the hotel accommodation may submit a proposal as long as the number of pax to be accommodated and total nights (per room) per check-in and out date must be equivalent to its quadruple sharing version c. Hotel/Apartment hotels with room types that can accommodate more than 3-4 pax per room but a maximum of 8 pax may be considered as long as the equivalent number of pax or room per date is included in their proposal 2. Wide range of professional services that include but not limited to the following: a. Daily breakfast buffet for every guest per room b. Complimentary shuttle service good for a max of 8-10 pax (Hotel to CITEM) on 20-24 May 2025 based on two morning shifts (7:15 - 7:30am and 8:15-8:30am) c. Complimentary coffee or tea making facilities (to be replenished daily) d. Toilet bathrooms preferably with bidet. For rooms that can accommodate more than 4 guests, at least 2 bathrooms per room must be included/available for use				
<b>TOTAL AMOUNT IN WORDS:</b>				<b>Php</b>
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 <b>PENALTY</b> of <b>1/10 of 1%</b> of the <b>TOTAL VALUE</b> of this ORDER for <b>EACH DAY OF DELAY</b> . 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 <b>LIQUIDATED DAMAGES</b> in the amount of _____ of the <b>TOTAL AMOUNT</b> 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 Purchase Order upon delivery.				
Very truly yours, <b>ATTY. ANNA GRACE I. MARPURI</b> Department Manager, Corporate Services Dept.		<b>BUR No.</b> <b>IFEX-25050758</b> <b>DATE</b> <b>May 21, 2025</b> <b>AMOUNT</b> <b>₱396,000.00</b>		
<b>CONFORME:</b>  <b>JENALYN E. CAPILI</b> Name & Signature of Contractor/Supplier <b>May 20, 2025</b> Date		<b>Recommended by:</b>  <b>ROWENA G. MENDOZA</b> Department Manager, CBD  <b>Approved by:</b>  <b>ROMLEAH JULIET P. OCAMPO</b> EXECUTIVE DIRECTOR   <b>WILMA G. DULAY</b> Chief Controllorship		





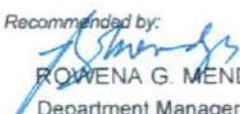



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		PR No.: 2025-0210-R1	PR Date: 04/14/2025	
<b>CONTRACTOR/SUPPLIER</b> <b>TORRE LORENZO DEVELOPMENT</b> <b>ADDRESS</b> <b>CORPORATION (LYF MALATE MANILA)</b> MALVAR CORNER, VASQUEZ STREET, MALATE MANILA <b>MODE OF PROCUREMENT</b> <b>Lease of Real Property or Venue</b>		<b>DELIVERY TERM</b> _____ <b>PAYMENT TERM</b> 30 days <b>PLACE OF DELIVERY</b> CITEM <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).				
<b>DESCRIPTION</b>		<b>QTY/UNIT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
e. Complimentary water bottles (quantity corresponding to the number of guests per room) or a refillable gallon or container of mineral water, to be replenished daily or as needed f. In-room unlimited wi-fi internet access g. Complimentary use of safety deposit box h. Complimentary use of gym or fitness facilities and/or swimming pool  <b>II. ROLES/RESPONSIBILITIES OF THE HOTEL ACCOMMODATION</b> 1. Reserve the rooms-date and quantity of which must be based on the submitted proposal and awarded amount 2. Ensure the safety and the cleanliness of all facilities and enough manpower is deployed to service the guests during their stay 3. Assign at least one coordinator who will closely coordinate with CITEM in the duration of the project to ensure alignment with the requirements, adjustments, and concerns of the project 4. Issue an official receipt for the payment/s made by CITEM  <b>III. ROLES/RESPONSIBILITIES OF CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> 1. Provide the list of guests on or before 16 May 2025 to the hotel accommodation 2. Designate at least one representative to closely coordinate with the contractor/supplier/service provided in the duration of the project and inform regarding updates or concerns 3. Pay the hotel accommodation the full amount based on the awarded amount and following the payment schedule below				
<b>TOTAL AMOUNT IN WORDS:</b>				Php
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Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept.  CONFORME:  <b>JENALYNE CAPILI</b> Name & Signature of Contractor/Supplier May 20, 2025 Date		BUR No. <b>IFGX 25050758</b> DATE <b>May 21, 2025</b> AMOUNT <b>9396,000.00</b>  Funds Available For:  <b>WILMA G. DULAY</b> 05/21/25 OIC-Chief Controllership  Recommended by:  <b>ROWENA G. MENDOZA</b> Department Manager, CBD  Approved by:  <b>ROMLEAH JULIET P. OCAMPO</b> EXECUTIVE DIRECTOR 		

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		PR No.:	2025-0210-R1	PR Date:	04/14/2025	
CONTRACTOR/SUPPLIER <b>TORRE LORENZO DEVELOPMENT CORPORATION (LYF MALATE MANILA)</b>		DELIVERY TERM				
ADDRESS <b>MALVAR CORNER, VASQUEZ STREET, MALATE MANILA</b>		PAYMENT TERM <b>30 days</b>				
MODE OF PROCUREMENT <b>Lease of Real Property or Venue</b>		PLACE OF DELIVERY <b>CITEM</b>				
		DATE OF DELIVERY				
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DESCRIPTION		QTY/UNIT	UNIT PRICE	AMOUNT		
<b>IV. TERMS OF PAYMENT</b> The full payment will be processed after the engagement and upon receipt of the invoice and final rooming/guest list from the hotel accommodation.						
<b>V. RISK PROTECTION AND MANAGEMENT</b> The inability of the hotel accommodation to provide the services and deliverables shall correspond to deductions from the total amount of payment equivalent to at least 10%. If the project is cancelled due to unforeseen circumstances or force majeure, the contract may be extended until the next edition where the same approved deliverables will be implemented or the contract shall be paid prorated based on the accomplished deliverables stipulated in the terms of payment. Extension of contract shall not incur any additional payment.						
TOTAL AMOUNT IN WORDS: <b>THREE HUNDRED NINETY SIX THOUSAND PESOS</b>				Php <b>396,000.00</b>		
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Very truly yours, <b>ATTY. ANNA GRACE I. MARPURI</b> Department Manager, Corporate Services Dept.		BUR No. <b>IFEX -25030758</b> DATE <b>May 21, 2025</b> AMOUNT <b>396,000.00</b>		Recommended by:  <b>ROWENA G. MENDOZA</b> Department Manager, CBD		
CONFORME:  <b>JENALYNE OCAPILI</b> Name & Signature of Contractor/Supplier May 20, 2025		Funds Available for:  <b>WILMA G. DULAY</b> 05/21/25 OIC-Chief Controllership		Approved by:  <b>ROMLEAH JULIET P. OCAMPO</b> EXECUTIVE DIRECTOR		