


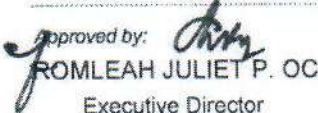


JOB ORDER

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: 2025-0238 | JO Date: 04/22/2025 | PAGE 1 of 2 |
| | | PR No.: 2025-0238 | PR Date: 04/04/2025 | |
| CONTRACTOR/SUPPLIER MARANAW HOTELS & RESORT | | DELIVERY TERM _____ | | |
| ADDRESS CORP. (CENTURY PARK HOTEL) | | PAYMENT TERM 30 days | | |
| MODE OF PROCUREMENT Lease of Real Property or Venue | | 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 |
| HOTEL ACCOMMODATION FOR CITEM OFFICIALS AND STAFF FOR MANILA FAME 2025 | | | | PHP5,300.00 net/rm or a total of PHP445,200.00 |
| Period of Engagement: 13-19 October 2025 | | | | |
| Qualification Requirements: | | | | |
| 1. Must be an accredited hotel of Department of Tourism. | | | | |
| 2. Located within 3km (or its fraction) radius from CITEM and/or the exhibition venue (WTCMM). | | | | |
| 3. Ability to provide the services and amenities on said dates. | | | | |
| 4. At least 84 room nights for triple-sharing with minimum of 26sqm; inclusive of buffet breakfast for 3 pax per room, spread-out from 13 to 19 October 2025. | | | | |
| 5. Complimentary shuttle service good for 10 pax (Hotel to WTCMM and/or CITEM) on 16-18 October 2025 based on two morning shifts (07:00am and 08:00am) | | | | |
| 6. Complimentary coffee or tea in each room. | | | | |
| 7. Complimentary three (3) bottles of mineral water (to be replenished daily). | | | | |
| 8. Toilet Bathrooms with bidet, hot & cold shower, and basic toiletries (towel, shampoo, soap, tissue, toothbrush & toothpaste) | | | | |
| 9. In-room unlimited wi-fi internet access. | | | | |
| 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 Purchase Order upon delivery. | | | | |
| Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager III, CSO | | BUR No. MF-25050697 DATE May 13, 2025 AMOUNT 7445,200.00 | | Recommended by: MARJO F. EVIO Department Manager III, SBD |
| CONFORME:  Wilma G. DULAY OIC-Chief Controllorship | | Approved by:  ROMLEAH JULIET P. OCAMPO Executive Director | | |
| Co. Ma. Cinderella Franz E. Date June 26, 2025 | | | | |

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: 2025-0238 | JO Date: 04/22/2025 | PAGE 2 of 2 |
| | PR No.: 2025-0238 | PR Date: 04/04/2025 | | |

| | |
|---|---|
| CONTRACTOR/SUPPLIER MARANAW HOTELS & RESORT ADDRESS CORP. (CENTURY PARK HOTEL) P. Ocampo St., Malate, Manila MODE OF PROCUREMENT Lease of Real Property or Venue | DELIVERY TERM _____ PAYMENT TERM 30 days 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 |
|--|----------|------------|-----------------------|
| TERMS OF PAYMENT Full payment of 100% shall be processed after the conclusion of the event and will commence upon the submission of the contractor's service invoice and delivery receipt. | | | |
| RISK PROTECTION AND MANAGEMENT In the cases of Force Majeure and reasons related to health pandemic, rescheduling may be allowed until the next event or mutually agreed-upon date, with the same requirements remaining applicable. Neither Party shall be liable to the other Party for any loss or damage in the event that the Facilities are temporarily closed, or the hiring is interrupted or cancelled, due to circumstances beyond its control and occurring without its fault or negligence, including but not limited to, Acts of God, fire explosion, flood, earthquake, breakdown of machinery, failure of supply of electricity, leakage of water, contamination by nuclear materials, government restrictions, industry-wide strikes or labor disturbances, or other causes beyond the control of such party. | | | |
| TOTAL AMOUNT IN WORDS: FOUR HUNDRED FORTY-FIVE THOUSAND AND TWO HUNDRED PESOS | | | Php 445,200.00 |

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 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 Purchase Order upon delivery.

| | | |
|--|---|--|
| Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD | BUR No. <u>MF-25050697</u> DATE <u>May 13, 2025</u> AMOUNT <u>945,200</u> | Recommended by: MARJO F. EVIO Department Manager III, SBD |
|--|---|--|

| | | |
|--|---|---|
| CONFORME: Cinderella Franz E. Name & Signature of Contractor/Supplier <u>June 26, 2025</u> | Funds Available: WILMA G. DULAY OIC-Chief Controllership | Approved by: ROMLEAH JULIET P. OCAMPO Executive Director |
|--|---|---|

Century Park Hotel
MANILA

052503810

CONTRACT

June 4, 2025

ROMLEAH JULIET PULIDO OCAMPO

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Golden Shell Pavilion, Roxas Boulevard, corner Sen. Gil J. Puyat Ave, Pasay

831-22-01 loc 309/218

citem.com.ph

Dear Ms. Ocampo

Warm greetings from Century Park Hotel!

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS has organized "Hotel Accommodation for CITEM Officials and Staff for Manila FAME 2025" from October 13-19, 2025.

WHEREAS, the HOTEL has signified its willingness and capacity to service the COMPANY'S room requirements and the COMPANY has agreed to provide room accommodations of their guests with the HOTEL;

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants and stipulations hereinafter set forth, the parties hereto have agreed and by these presents do agree with the following arrangements:

GUEST ROOM RATES & CHARGES

| Room Type | Date | No. of Rooms | No. of Nights | Room Rate | Total |
|----------------------------------|---------------------|--------------|---------------|---------------------------------------|----------------|
| Superior Room [Triple Occupancy] | October 13-19, 2025 | 14 | 6 | Php 5,300.00 net /per room /per night | Php445,200.00 |
| TOTAL ESTIMATED ROOM CHARGES: | | | | | Php 445,200.00 |

The above rates are inclusive of 10% service charge and applicable government tax. Any increase in the prevailing service charge (10%) and / or government tax (13%) or other taxes legislated or mandated by law would be added to the net rates quoted above.

GUESTROOM AMENITIES

- Complimentary Scheduled Shuttle Service from Century Park Hotel to WTC & Vice Versa from October 16-18, 2025 for a minimum guarantee of 84 room nights.
- Complimentary Buffet Breakfast at Café in the Park
- Complimentary three (3) bottles of distilled water, replenished daily
- Coffee and tea-making facility in the guestroom
- Complimentary Internet Access

CHECK-IN / CHECK-OUT

- Check-in time is 2:00pm
- Check-out time is 12:00nn
- Early check-in (before 12:00nn) will be considered as the preceding day
- Late check-out (after 4:00pm) will be considered an additional day

www.centurypark.com

599 P. Ocampo St. Malate, Manila, Philippines

(632) 8528-8888

CONTRACT - COMPANY NAME

PAYMENT

Full payment of Php445,200 net to be settled 30 days thru send bill arrangement upon the receipt of the final Statement of Account. Company shall present Certificate of Availability of Funds (CAF) or Purchase Order (PO) / Notice to Proceed (NTP / Notice of Award (NOA) & signed Contract prior event date.

*All incidental charges (e.g. IDD / NDD phone calls, laundry, meals, Pay TV, etc.) will be on **personal** account of each guest. Should a guest request for signing privilege a credit card imprint or cash deposit must be made upon check in.

The bank details for payment via bank deposit/telegraphic transfer are as follows:

BANK : PHILIPPINE NATIONAL BANK
ACCOUNT NAME : CENTURY PARK HOTEL
PESO ACCOUNT : 1702-7000-1013

BANK : BDO
ACCOUNT NAME : CENTURY PARK HOTEL
PESO ACCOUNT : 447 0000 100

For send bill arrangement, company must provide Letter of Guarantee (LOG) or Purchase Order (PO) and payment to be given within 15 days upon receipt of statement of account. In case of default payment within the provided period, an interest of 1.5% per month shall be applied.

CANCELLATION/ NO SHOW/ REVISIONS AND POSTPONEMENT

- CANCELLATION of room reservation received after signing of contract will be subject to a cancellation fee equivalent to the whole duration of stay.
- CANCELLATION / NO-SHOW on the expected arrival date shall be charged for the whole duration of the stay as indicated in the reservation or rooming list.
- REVISIONS such as early check-out (shortened stay) will be charged for the whole duration of the stay as stated in the final rooming list.
- NO - SHOW guests shall be charged for the whole duration of the stay as indicated in the reservation or rooming list.
- The party who made the advance reservation or payment notifies the Hotel of its decision to cancel or scale down the event.
- Any cancellation means forfeiture of the confirmation deposit.
- Cancellations or postponements made after the confirmation of the booking will merit a surcharge equivalent to the rates listed below.

Date of Cancellation

From confirmation date to...

Fifteen days prior to event date

Three Days prior to the event date

Cancellation Charge

50% of guaranteed revenue

100% of guaranteed revenue

- Cancellation of the booking thirty (30) days prior to the event date will only be accepted in writing. You should send written cancellation request with the following options.

CONTRACT - COMPANY NAME

- For cancelled rooms, the Organizer shall be given following options for the non-refundable deposit made: (1) consume the amount paid at a later date (2) credits (3) vouchers (4) re-booking, which shall not be longer than one year of date of cancellation.

FORCE MAJEURE

- The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the COMPANY as full compliance/performance under this Agreement.
- The HOTEL will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippine Government, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the HOTEL. In the event of non-performance due to the above reasons, the HOTEL shall offer available dates to re-schedule the postponed function of the COMPANY

INDEMNITY

- Any loss, damage or injury which the HOTEL, its guests, officers, and/or employees may suffer, attributable to acts or omissions of the COMPANY and /or his guests during the contracted function, shall give rise to the latter's liabilities which the HOTEL, and/or the its guests, officers, and/or employees may recover under existing laws.
- The HOTEL will not be responsible for any damage or loss of merchandise left in the HOTEL prior, during or after the function/s.
- In case of any animals allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any injury, including death, which the invitees/guests of the COMPANY, and other Hotel guests, officers, and employees may suffer attributable to such animal/s. Any damage and claim of injury, including death, to the HOTEL, its guests, officers, and/or its EMPLOYEES attributable to such animal/s shall be chargeable to the COMPANY.

TERMS AND CONDITIONS

- The Hotel has placed a tentative hold on the room allocations as written in this agreement. By signing every page and returning this contract on or before **May 30, 2025**, it constitutes a binding contract between **Century Park Hotel** and **Center for International Trade Expositions and Missions**. The individuals, whose signatures are affixed below, are deemed authorized to bind his or her party to this agreement.
- Failure return signed CONTRACT for rooms reserved on or before **May 30, 2025**, shall be deemed as CANCELLATION of the booking made, the HOTEL reserves the right to release the room allocation.
- The HOTEL reserves the right to change the rate without prior notice. The quoted rates of government taxes are the rates presently applicable. They are subject to adjustment based on subsequent enactment of laws, rules, regulations.
- Any/all city or national permits/licenses required before holding of the function covered by this Agreement shall be the full responsibility of the COMPANY.
- The courts of the City of Manila shall have exclusive jurisdiction over any dispute or claim which may arise between the parties under this contract.

CONTRACT - COMPANY NAME

All information contained within this agreement are private and confidential and may not be disclosed or obligated to a third party for whatever reason or purpose.

Thank you once again for choosing us for this special event. We look forward to serving you and your valued guests in the finest Century Park Hotel tradition!

Yours truly,

For and on behalf of
CENTURY PARK HOTEL


MA. CINDERELLA CO
Sales Admin Assistant

Noted by:


PETER QUENG
Director of Sales

Confirmed and Accepted by:


MS. ROMLEAH JULIET PULIDO OCAMPO
Executive Director 9

Witness:


MARIO F. EVIO
Department Manager, SBD