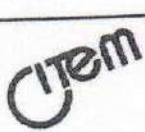


# JOB ORDER

CITEM.STR.FR.006



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue  
1300 Passy City, Metro Manila, Philippines  
☎ (632) 831-2201 to 09 ext. 218 ☎ (632) 831-1366, 832-3985  
✉ info@citem.com.ph www.citem.com.ph



JO Number:	JODate	PAGE
2025-0033-R1	04/24/2025	1 of 6
PR No.:	PR Date:	
2025-0033-R1	04/02/2025	

CONTRACTOR/SUPPLIER **PHILIPPINE DIAMOND HOTEL & RESORT, INC.**  
ADDRESS **Roxas Blvd., Dr. J. Quintos St., 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
HOTEL ACCOMMODATION FOR HOSTED BUYERS OF IFEX AND SSX CONFERENCE SPEAKERS PHILIPPINES 2025 WITH TRANSFER TO/FROM (Airport, Hotel, WTCMM) Period of Engagement: Inclusive Dates: 21-24 May 2025 SCOPE OF SERVICES: The Partner Hotel shall provide a tailored accommodation package that includes: 1. Event-Specific Room Package A customized IFEX Philippines 2025 Accommodation Package particularly for IFEX buyer attendees, which shall comprise the following: * 4-star or 5-star Hotel Deluxe Room Accommodation Amenities: > Breakfast at Corniche from 6:00am to 10:00am > Welcome Fruit Bowl > Daily replenishment of two bottles of water daily > Coffee and Tea Amenities > Complimentary Wi-Fi access in the rooms and public areas > International Direct Dialing Facilities > Use of Exercise room at the Health Club and amenities			PHP2,640,000.00 (not to exceed) Guaranteed room nights 8,500/room night or a total of PHP1,360,000.00
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, CSD

CONFORME:

*Rachel Ruth Rey*

Name & Signature of Contractor/Supplier

May 14, 2025

BUR No. **IFEX-25050686**

DATE **May 8, 2025**

AMOUNT **PHP2,640,000.00**

Funds Available  
*WILMA G. DULAY*

OIC-Chief Controllorship

Recommended by:

MA. LOURDES D. MEDIRAN  
Deputy Executive Director

*ROSENA G. MENDOZA*  
Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO  
Executive Director



# 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, 832-3985 📧 info@citem.com.ph 🌐 www.citem.com.ph	JO Number: <b>2025-0033-R1</b>	JO Date: <b>04/24/2025</b>	PAGE  2 of 6
	PR No.: <b>2025-0033-R1</b>	PR Date: <b>04/02/2025</b>	

CONTRACTOR/SUPPLIER <b>PHILIPPINE DIAMOND HOTEL &amp; RESORT, INC.</b> ADDRESS <b>Roxas Blvd., Dr. J. Quintos St., Manila</b> MODE OF PROCUREMENT <b>Lease of Real Property or Venue</b>	DELIVERY TERM _____ PAYMENT TERM <b>30 days</b> PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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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
<ul style="list-style-type: none"> <li>&gt; Safety deposit box in the room</li> <li>&gt; Complimentary (Airport-Hotel and Hotel-Airport) Scheduled roundtrip transfers</li> <li>&gt; (Diamond Hotel - IFEX Exhibition Venue - Diamond Hotel) during the fair period.</li> <li>* Dedicated Check-In: An exclusive check-in counter for IFEX Philippines buyers.</li> <li>* Dietary Accommodations (Ability to provide diverse dietary options, such as, but not limited to Halal meals and vegetarian options)</li> <li>* Dedicated Hotel Website Booking Page to be linked with IFEXConnect Online Platform</li> <li>* Free-of-charge of 8 room nights vouchers for the guaranteed 160 room nights; free-of-charge of 1 room night voucher for every 20 utilized room nights</li> <li>* Hotel to allow placement of the following IFEX Phils. promotional collateral/signages at the hotel countertop/reception for hosted Buyers:               <ul style="list-style-type: none"> <li>&gt; IFEXPhilippines Printed Standee to welcome guests</li> <li>&gt; IFEXPhilippines Countertop</li> <li>&gt; IFEXPhilippines Promotional Printed Standee</li> </ul> </li> </ul> <p>2. Booking Arrangements</p> <p>Blocked rooms will accommodate:</p> <p>* Hosted Buyers: IFEX Philippines 2025 Partner Hotel Package complimentary</p>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,   
 ATTY. ANNA GRACE I. MARPURI  
 Department Manager III, CSD

CONFORME:

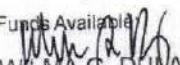
  
 Rachel Ruth Rey  
 Name & Signature of Contractor/Supplier  
 Date **May 14, 2025**

BUR No. **IFEX-25050686**

DATE **May 8, 2025**


AMOUNT **P2,640,000.00**

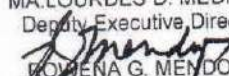
Funds Available

  
 WILMA G. DUMAY

OIC-Chief Controllershship

Recommended by:

  
 MA. LOURDES D. MEDIRAN  
 Deputy Executive Director

  
 EOBENA G. MENDOZA  
 Department Manager, CBD

Approved by:

  
 ROMLEAH JULIET P. OCAMPO

Executive Director



# 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  
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JO Number: <b>2025-0033-R1</b>	JODate: <b>04/24/2025</b>	PAGE <b>3 of 6</b>
PR No.: <b>2025-0033-R1</b>	PR Date: <b>04/02/2025</b>	

CONTRACTOR/SUPPLIER **PHILIPPINE DIAMOND HOTEL & RESORT, INC.**  
ADDRESS **Roxas Blvd., Dr. J. Quintos St., 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
<p>2-night stays (maximum) covered by CITEM.</p> <p>* Heads of Delegation: PTIC and Philippine Embassy representatives or International Marketing Agents, flying in to support their vetted Trade Buyers.</p> <p>* Paying Foreign Buyers: IFEX Philippines 2025 Partner Hotel Package shall be offered at Corporate Rate which is equal to the bid rate.</p> <p>* IFEX Philippines featuring SSX 2025 Conference Speakers will be provided with complimentary one-night stay covered by CITEM.</p> <p>IMPORTANT: IFEX Philippines 2025 Partner Hotel Package shall be featured in the IFEXConnect Online Platform as a Premium Trade Buyer Service extended to International Buyers flying in to attend IFEX Philippines 2025. An option to avail of this service will be included in their registration process.</p> <p>3. Promotional Support</p> <p>The hotel to provide display areas for IFEX promotional materials/signage (either printed or digital format) for at least one month before event date within the hotel premises.</p> <p>The Partner Hotel shall likewise promote IFEX Philippines featuring SSX in its official website, and affiliate partner establishments, as may be applicable.</p>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI  
Department Manager III, CSD

CONFORME:

*Rachel R. Rey*  
Name & Signature of Contractor/Supplier  
May 14, 2025  
Date

BUR No. **IFEX-25050686**

DATE **May 8, 2025**

AMOUNT **₱2,640,000.00**

Funds Available

*Wilma G. Dulay*  
WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

*MA. LOURDES D. MEDIRAN*  
MA. LOURDES D. MEDIRAN  
Deputy Executive Director  
*ROWENA G. MENDOZA*  
ROWENA G. MENDOZA  
Department Manager, CBD

Approved by:

*ROMLEAH JULIET P. OCAMPO*  
ROMLEAH JULIET P. OCAMPO  
Executive Director



# JOB ORDER

CITEM.STR.FR.006



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JO Number:	JODate	PAGE
2025-0033-R1	04/24/2025	4 of 6
PR No.:	PR Date:	
2025-0033-R1	04/02/2025	

CONTRACTOR/SUPPLIER **PHILIPPINE DIAMOND HOTEL & RESORT, INC.**  
ADDRESS **Roxas Blvd., Dr. J. Quintos St., Manila**  
MODE OF PROCUREMENT **Lease of Real Property or Venue**

DELIVERY TERM \_\_\_\_\_  
PAYMENT TERM **30 days**  
PLACE OF DELIVERY \_\_\_\_\_  
DATE OF DELIVERY \_\_\_\_\_

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p><b>4. Guaranty Provision</b></p> <p>CITEM guarantees a minimum of 160 room nights (or 80 rooms over two nights), which will be for IFEX hosted trade buyers, VIPs and guests. In view of this payment guarantee, the Partner Hotel shall provide a total of eight (8) hotel room-night vouchers.</p> <p>In excess of the guaranteed room nights, the Partner Hotel shall provide one (1) room night voucher for every 20 room nights that will be utilized or its equivalent. It shall also provide a venue during the Buyer's Networking Night scheduled on May 21, 2024.</p> <p><b>PARTNER HOTEL QUALIFICATION REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Accreditation. Must be a DOT-accredited 4- star or 5-star hotel.</li> <li>2. Health and Safety Protocols. Adherence to current health and safety standards set by relevant authorities.</li> <li>3. Location and Accessibility <ul style="list-style-type: none"> <li>o Proximity: Must be within 5 km radius to CITEM. Preferably, but not strictly, within ASEANA CITY.</li> <li>o Nearby Amenities: Access to restaurants, shopping, medical, and banking facilities</li> <li>o Room Capacity: At least 200 guest rooms.</li> </ul> </li> </ol>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI  
Department Manager III, CSD

CONFORME:

*Rachelle Ruth Any*  
Name & Signature of Contractor/Supplier  
May 14, 2025  
Date

BUR No. IFEX-25030686  
DATE May 8, 2025  
AMOUNT 92,640,000.00

Funds Available 92,640,000.00  
*WILMA G. DULAY*  
OIC-Chief Controllorship

Recommended by: *Rem*  
MA. LOURDES D. MEDIRAN  
Deputy Executive Director  
*Rosemaria*  
ROSEMARIA G. MENDOZA  
Department Manager, CBD

Approved by: *ROM*  
ROMLEAH JULIET P. OCAMPO  
Executive Director

*du*



# JOB ORDER

CITEM.STR.FR.006



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Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue  
1300 Pasay City, Metro Manila, Philippines  
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JO Number:	JO Date:	PAGE
2025-0033-R1	04/24/2025	5 of 6
PR No.:	PR Date:	
2025-0033-R1	04/02/2025	

CONTRACTOR/SUPPLIER **PHILIPPINE DIAMOND HOTEL & RESORT, INC.**  
ADDRESS **Roxas Blvd., Dr. J. Quintos St., Manila**  
MODE OF PROCUREMENT **Lease of Real Property or Venue**

DELIVERY TERM \_\_\_\_\_  
PAYMENT TERM **30 days**  
PLACE OF DELIVERY \_\_\_\_\_  
DATE OF DELIVERY \_\_\_\_\_

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<ul style="list-style-type: none"> <li>o Transport Options: Accessible by public transport and equipped with shuttles to the exhibition venue and the airport.</li> <li>o Parking: Ample parking facilities for guests.</li> </ul> <p>4. Capacity and Availability</p> <ul style="list-style-type: none"> <li>o Room Capacity: At least 200 guest rooms.</li> <li>o Date Availability: Room availability from May 21-24, 2025</li> </ul> <p>5. Facilities and Amenities</p> <ul style="list-style-type: none"> <li>o High-standard rooms with essential amenities (beds, linens, bathroom essentials)</li> <li>o Connectivity: Reliable high-speed internet.</li> <li>o Utilities: Backup power and fire safety systems.</li> <li>o Maintenance: Certificates of sanitation and cleanliness</li> </ul> <p>6. Professional Staff and Services</p> <ul style="list-style-type: none"> <li>o Trained Personnel: Experienced in handling international guests and events</li> <li>o Security: 24/7 security services.</li> </ul> <p>7. Dietary Accommodations. Ability to provide diverse dietary options, such as, but not limited to Halal meals and vegetarian options.</p> <p>8. Event Support. Exclusive check-in counter and promotional display areas for IFEX guests.</p>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,  
**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

BUR No. **1PBX-25050686**

Recommended by:

DATE **May 8, 2025**

**MA LOURDES D. MEDIRAN**  
Deputy Executive Director

AMOUNT **₱2,640,000.00**

**ROWENA G. MENDOZA**  
Department Manager, CBD

CONFORME:

**Rachelle Ruth Rey**  
Name & Signature of Contractor/Supplier  
**May 14, 2025**  
Date

Funds Available:  
**WILMA G. DULAY**  
OIC-Chief Controllorship

Approved by:  
**ROMLEAH JULIET P. OCAMPO**  
Executive Director



# JOB ORDER

CITEM.STR.FR.006



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JO Number: <b>2025-0033-R1</b>	JODatE <b>04/24/2025</b>	PAGE <b>6 of 6</b>
PR No.: <b>2025-0033-R1</b>	PR Date: <b>04/02/2025</b>	

CONTRACTOR/SUPPLIER **PHILIPPINE DIAMOND HOTEL & RESORT, INC.**  
ADDRESS **Roxas Blvd., Dr. J. Quintos St., 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
<b>PAYMENT TERMS:</b> c Guaranteed Payment: CITEM shall guarantee payment for 160 room nights (Deluxe Room or equivalent), valued using the Partner Hotel's rate for 240 deluxe room nights o Billing Adjustments: Billing will reflect actual room nights utilized, with adjustments accounting for the difference between discounts applied to paying buyers.			
			(Not To Exceed)

TOTAL AMOUNT IN WORDS: **TWO MILLION SIX HUNDRED FORTY THOUSAND PESOS**

**Php 2,640,000.00**

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Very truly yours,

**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

CONFORME:

*Rachel Ruth Rey*  
Name & Signature of Contractor/Supplier  
Date **May 14, 2025**

BUR No. **IFEX-25050686**

DATE **May 8, 2025**

AMOUNT **2,640,000.00**

Funds Available for  
*Wema G. Dulay*  
**WEMA G. DULAY**  
OIC-Chief Controllershship

Recommended by:

*MA. LOURDES D. MEDIRAN*  
Deputy Executive Director  
*ROWENA G. MENDOZA*  
Department Manager, CBD

Approved by:

*ROMLEAH JULIET P. OCAMPO*  
**ROMLEAH JULIET P. OCAMPO**  
Executive Director