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



O Number: 2025-0033-R1 PR No.:

2025-0033-R1

04/24/2025 PR Date:

04/02/2025

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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 30 days 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).	QTY/UNIT	UNITPRICE	AMOUNT
DESCRIPTION DESCRIPTION			PHP2,640,000.00
HOTEL ACCOMMODATION FOR HOSTED BUYERS OF IFEX AND			(not to exceed)
SSX CONFERENCE SPEAKERS PHILIPPINES 2025 WITH			Guaranteed room
TRANSFER TO/FROM (Airport, Hotel, WTCMM)			nights 8,500/room
Period of Engagement:			night or a total of
Inclusive Dates: 21-24 May 2025			PHP1,360,000.00
SCOPE OF SERVICES:			PHP1,360,000.00
The Partner Hotel shall provide a tailored accommodation package that includes:			
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			
TOTAL AMOUNT IN WORDS:			Php

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 \_ 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 pate 1 2025

WILMA G Controllership OIC-Chief

MA.LOURDES D. MEDIRAN Depaty Executive Director

G. NENDOZA rtment Manager, CBD

Approved by:
ROMLEAH JULIET P. OCAMPO

**Executive Director** 

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard comer Sen. Gil J. Puyat Avenue
1300 Pasay City, Metro Manila, Philippines
(632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965
(632) 831-000 citem.com.ph (9 www.citem.com.ph



JO Number: 2025-0033-R1 PR Date: PR No.: 04/02/2025 2025-0033-R1

ODate 04/24/2025

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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 DELIVER	Y
DATE OF DELIVERY	***************************************

nternetional Trade Expositions and Missions (CITEM).  DESCRIPTION	QTY/UNIT	UNITPRICE	AMOUNT
		1	
> Safety deposit box in the room			
> Complimentary (Airport-Hotel and Hotel-Airport) Scheduled rountrip transfers			
> (Diamond Hotel - IFEX Exhibition Venue - Diamond Hotel) during the fair period.			
Dedicated Check-In: An exclusive check-in counter for IFEX Philippines buyers.		1	
Dietary Accommodations (Ability to provide diverse dietary options, such as, but			
not limited to Halal meals and vegetarian options			
* Dedicated Hotel Website Booking Page to be linked with IFEXConnect Online			
Platform			
* 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			
* Hotel to allow placement of the following IFEX Phils, promotional collateral/signages			
at the hotel countertop/reception for hosted Buyers:			
> IFEXPhilippines Printed Standee to welcome guests			
> IFEXPhilippines Countertop			
> IFEXPhilippines Promotional Printed Standee			
Booking Arrangements			
Blocked rooms will accommodate:		H. Trible	
* Hosted Buyers: IFEX Philippines 2025 Partner Hotel Package complimentary			
Plosted Duyers. If EA Primppintos 2020 1 1111			Php
TOTAL AMOUNT IN WORDS:			1.119

inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivertes 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, of the TOTAL AMOUNT unless the contractor/supplier s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of \_ 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 up

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

CONFORME:

MA.LOURDES D. MEDIRAN Departy Executive Director

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

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Golden Shell Pavilion, Roxas Boulevard comer 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: 2025-0033-R1 PR No.:

2025-0033-R1

IODate 04/24/2025 PR Date:

04/02/2025

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CONTRACTOR/SUPPLIER PHILIPPINE DIAMOND HOTEL & RESORT, INC. **ADDRESS** Roxas Blvd., Dr. J. Quintos St., Manila

DELIVERY TERM 30 days PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY

MODE OF PROCUREMENT Lease of Real Property or Venue

ternational Trade Expositions and Missions (CITEM).  DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
2-night stays (maximum) covered by CITEM.	RECEIVED.		
Heads of Delegation: PTIC and Philippine Embassy representatives or			
International Marketing Agents, flying in to support their vetted Trade Buyers.			
Paying Foreign Buyers: IFEX Philippines 2025 Partner Hotel Package shall be			
offered at Corporate Rate which is equal to the bid rate.		110	
* IFEX Philippines featuring SSX 2025 Conference Speakers will be provided with			
complimentary one-night stay covered by CITEM.			
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.			
8. Promotional Support			
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.			
The Partner Hotel shall likewise promote IFEX Philippines featuring SSX in its			
official website, and affiliate pariner establishments, as may be applicable.			
		1	
TOTAL AMOUNT IN WORDS:			Php

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, of the TOTAL AMOUNT unless the contractor/supplier s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of 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

Very truly yours,

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

CONFORME:

OIC-Chief Controllership

MA.LOWRDES D. MEDIRAN Executive Director

Department Manager, CBD

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





2025-0033-R1 PR No.:

PR Date: 2025-0033-R1

JODate JO Number: 04/24/2025 4of6 04/02/2025

CONTRACTOR/SUPPLIER PHILIPPINE DIAMOND HOTEL &	DELIVERY TERM	20 days	***************************************
ADDRESS RESORT, INC.	PAYMENT TERM 30 days  PLACE OF DELIVERY  DATE OF DELIVERY		
Roxas Blvd., Dr. J. Quintos St., Manila			
MODE OF PROCUREMENT Lease of Real Property or Venue			
Please provide/furnish this office the requirements listed below subject to the terms and condi- international Trade Expositions and Missions (CITEM).	tions contained herein.	Address all corresponde	
DESCRIPTION	QTY/UNIT	UNITPRICE	AMOUNT
Guaranty Provision			
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.			
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.			
PARTNER HOTEL QUALIFICATION REQUIREMENTS:			
Accreditation. Must be a DOT-accredited 4- star or 5-star hotel.		***	
Health and Safety Protocols. Adherence to current health and safety standards			
set by relevant authorities.			
Location and Accessibility		1	
o Proximity: Must be within 5 km radius to CITEM. Preferably, but not strictly,			
within ASEANA CITY.			
o Nearby Amenities: Access to restaurants, shopping, medical, and banking facilit	ies		
o Room Capacity: At least 200 guest rooms.			
TOTAL AMOUNT IN WORDS:			Php
This order is placed subject to the following terms and conditions:	is subject to the acceptan	ice of CITEM's duly authori	ized representative/official a
The delivery must be made only during office hours to CITEM or as may be specified. Delivery inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected desubject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH During the Commission of the Commissio		e contractor/supplier does	not deliver within the due d
I LIOUIDATED DAMAGES in the amo	unt or	Of the 10 the time and	
s/he shell be considered in default and will be hable to pay Endurant to be be be be be better requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt as	e amount of underivered i	portion and to deduct the pe pipt with the Purchase Orde	ar upon delivery.
from any of its receivables from CITEM. The contractor/supplier must present a Dalivery Notes put	-25030686	LIGORITHITISTICS	( ) . O M. Advent
Very Bully 10010.	2		DES D. MEDIRAN xecutive Director
ATTY. ANNA GRACE I. MARPURI  DATE  May	8,2025	1 SEN	IA G. MENBOZA
Department Manager III, CSD AMOUNT 92	640, on. w	Departme	ent Manager, CBD
CONFORME:	1	Approved by.	<b>9</b> / <sub>2</sub>
Rae Rul Ruth Aug Funds Available	1	400	LIET P. OCAMPO
Name & Signature of Confractor/Supplier	JLRY	Executive	Director
Date OIC-Chief Con	trollership	Ow	



JO Number: JO Date PAGE 2025-0033-R1 04/24/2025 6

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	হের info@citem.com.ph ⊕ www.citem.com.ph	P. H. L. L. P. L. C. L.	PR No.: 2025-0033-R1	PR Date: 04/02/2025	501
	SUPPLIER PHILIPPINE DIAMOND HOTEL & RESORT, INC.	DELIVER	DELIVERY TERM 30 days PLACE OF DELIVERY DATE OF DELIVERY		
ADDRESS Ro	ixas Blvd., Dr. J. Quintos St., Manila	PAYMEN			
	CUREMENT Lease of Real Property or Venue	DATE OF			
Please provide/furn International Trade	nish this office the requirements listed below subject to the terms and a Expositions and Missions (CITEM).	conditions containe	d herein. Address ell carre	spandence to the Cente	r for
	DESCRIPTION	QTY/UI	NIT UNIT PRIC	E AMOUN	T.
o Transport Opti	ons: Accessible by public transport and equipped with shuttles	0	1	E AMOUN	
the exhibition v	venue and the airport.				
o Parking: Ample	e parking facilities for guests.				
4. Capacity and Ava	allability				
o Room Capacity	At least 200 guest rooms.				
o Date Availabilit	y. Room availability from May 21–24, 2025				
5. Facilities and Ame					
o High-standard re	ooms with essential amenities (beds, linens, bathroom essentia				
	liable high-speed internet.	s)			
	power and fire safety systems.				
	ertificates of sanitation and cleanliness			177	
6. Professional Staff					
o Trained Personn	el: Experienced in handling international guests and events	1		*	
o Security: 24/7 se					
	ations. Ability to provide diverse dietary options, such as, but				
	meals and vegetarian options.				
	lusive check-in counter and promotional display areas for IFEX		100		
guests.	A STATE OF THE STA				
TOTAL AMOUNT IN	WORK	i	1011494		
TOTAL AMOUNT IN				Php	-
The delivery must be	ject to the following terms and conditions:	\$1 			
inspection by CITEM-Ma	made only during office hours to CITEM or as may be specified. Delivery is magement inspection Team and/or the Commission on Audit. Rejected delivery $1/10 \text{ of } 1\%$ of the TOTAL VALUE of this OPDER by EARLY DAY.	subject to the accep	tance of CITEM's duly author	ized representative/officia	and
subject to the PENALTY	of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY in default and will be liable to pay LIQUIDATED DAMAGES in the appropria	OF DELAY In case	the contractor(supplied imme	flately. Delay in the delive	ryis
sine shall be considered	in default and will be liable to pay LIQUIDATED DAMAGES in the amoun	t of	_ of the TOTAL AMOUNT	not deliver within the due i unless the contractories	iale,
from any of its receivables	anted an extension. The contractor/supplier authorizes CITEM to deduct the a s from CITEM. The contractor/supplier must present a Delivery Receipt and	mount of undelivere			iges
Very truly yours,			ceipt with the Purchase Orde Recommended by:	r upon felivery.	
The second secon	BUR No. 198X-2	The state of the s	MA LOURI	DES D. MEDIRAN	
Department Manag	per III, CSD A DATE May 8	2025	Deputy E	ecutive Director	
CONFORME:	DATE MAGE  MAGE  AMOUNT 92, 60	10,000.00	Departme	A G. MENDOZA nt Manager, CBD	
Rach	1 Ruth Ris	/	Approved by	ė	
Name & Sign	notural of Contractor/Supplies		ROMLEAH	ETP. OCAMPO	
**************************************	WILMA G. DULA	Ϋ́	Executive Dir	ector	

OIC-Chief Controllership

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puval Avenue.

JO Number: JODate

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1300 Pasay City, Metro Manila, Philippines (632) 831-2201 to 00 ext. 218	an	2025-0033-R		
www.citem.com.ph	PRILIPPIRES	PR No.: 2025-0033-R	PR Date: 04/02/2025	60
CONTRACTOR/SUPPLIER PHILIPPINE DIAMOND HOTEL &	DELIVE	RY TERM		_
ADDRESS RESORT, INC. Roxas Blvd., Dr. J. Quintos St., Manila	PAYMEN		ys	**********
The state of the s	PLACE (	F DELIVERY		******
MODE OF PROCUREMENT Lease of Real Property or Venue	DATE OF	DELIVERY		
Please provide/furnish this office the requirements listed below subject to the terms and con International Trade Expositions and Missions (CITEM).	ditions contains	ed herein. Address all co	prespondence to the Cente	er for
DESCRIPTION	QTY/U	NIT UNIT PR	PICE ANOTE	17
PAYMENT TERMS:		341176	RICE AMOUN	V I
c Guaranteed Payment: CITEM shall guarantee payment for 160 room nights (Deluxe			1	
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.				
discounts applied to paying buyers.				
			4	
		*		
			4.0	
TOTAL AMOUNT IN WORDS: TWO MILL LONG ON THE PROPERTY OF THE PR			(Not To Exce	ed)
TOTAL AMOUNT IN WORDS: TWO MILLION SIX HUNDRED FORT	TY THOU	SAND PESOS	Php2,640,00	0.00
This order is placed subject to the following terms and conditions:  The delivery must be made only diving office hours to CUSANA.				
The delivery must be made only during office hours to CITEM or as may be specified. Delivery is sub- inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivers subject to the PENALTY of $\frac{110}{0}$ of the TOTAL VALUE of this ORDER for EACH DAY of	oject to the accep	tance of CITEM's duly aut	thorized representative/official	and
subject to the PENALTY of 1/10 Of 1% of the TOTAL VALUE of this ORDER for EACH DAY OF sine shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of	DELAY, in case	arawn and/or replaced im	mediately. Delay in the delive	ryis
s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of		of the TOTAL AMOU	WT unless the contractor/sup	date,
requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invo	ount of undelivers	d portion and to deduct the	e penalty and liquidated dame	ges
formation of Delivery Receipt and Inve	ace or Official Re	ceipt with the Purchase O Recommended b	order uppn delivery	
ATTY, ANNA GRACEL MARPHRI		MALOUI	PDES DAEDIDAN	
Department Manager III, CSD DATE May 6,	2025	Depay	Executive Director	
CONFORME: 11 / AMOUNT \$2,64	10 m. m	POWE !	NA G. MENDOZA	
AMOUNT & T	-, -	bepartm	ent Manager, CBD	****
Kachel Roth Rey		Approved by:	The same	
Name & Signature of Communication/Supplier		ROMLEAH JU	ILIET P. OCAMPO	-
Date 1 1 2025 WEINAG DULKY	WAS TO SELECT	Executive	Director	

OIC-Chief Controllership