

# JOB ORDER

CITEM.STR.FR.008



**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:	JO Date	PAGE 1
2025-0037	01/13/2025	
PR No.:	PR Date:	
2025-0037	01/09/2024	

CONTRACTOR/SUPPLIER: **RENT EVENT**  
 ADDRESS: DE BREUKELEER 12-16, 1730 ASSE, BELGIUM  
 MODE OF PROCUREMENT: **Overseas Procurement**

DELIVERY TERM .....  
 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).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<b>RENTAL OF FURNITURE AND EQUIPMENT WITH DELIVERY AND INSTALLATION FOR OUTBOUND BUSINESS MISSION AT TRADEMART BRUSSELS</b>	1 lot		EUR4,200.00 OR A TOTAL OF PHP253,134.42
Project: OUTBOUND BUSINESS MISSION AT TRADEMART BRUSSELS Event Date: 23-24, 26-27 JANUARY 2025 Ingress: 22 JANUARY 2025 Venue: TRADEMART BRUSSELS, ATOMIUMSQUARE, BRUSSELS, BELGIUM  FURNITURE AND EQUIPMENT RENTAL with delivery and installation  *Please see attached list of furniture and equipment as part of JO                          FOUR THOUSAND TWO HUNDRED EUROS OR A TOTAL OF EUR4,200.00			
TOTAL AMOUNT IN WORDS:	TWO HUNDRED FIFTY-THREE THOUSAND ONE HUNDRED THIRTY-FOUR PESOS AND FORTY-TWO CENTAVOS		Php253,134.42

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, Corporate Services Dept.

BUR No. MOM-25010065  
 DATE Jan-16, 2025  
 AMOUNT P. = 253,134.42

Recommended by:  
 MARJO F. EVIO  
 Department Manager, SBD

CONFORME:  
 \_\_\_\_\_  
 Name & Signature of Contractor/Supplier  
 Date 21/1/2025

Funds Available:  
 MALERNA C. BUYAO  
 Chief Controllership

Approved by:  
 \_\_\_\_\_  
 LEAH PULIDO OCAMPO  
 EXECUTIVE DIRECTOR

*Martine de Wever*