

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: 2025-0456	JO Date: 07/08/2025	PAGE 1
CONTRACTOR/SUPPLIER PHILIPPINE TRADE TRAINING CENTER ADDRESS Pasay City MODE OF PROCUREMENT Agency-To-Agency		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	
LEASE OF VENUE FOR THE PERFORMANCE COACHING WOKSHOP ON 29-30 JULY 2025 Activity Hours: 8:00 AM to 5:00 PM General Requirements: Use of Seminar Room/Venue with below inclusions: 1. Can accommodate 31 participants with ample space for breakout sessions 2. Two-day seminar; maximum of 10 hours/day 3. Janitorial and security services 4. Standby generator for general lighting and outlets 5. Audio system with microphone 6. Built-in motorized screen and multimedia projector 7. Whiteboard 8. Free parking space 9. Air conditioned rooms 10. Utility Costs 11. Availability of accredited in-house concessionaire (separate requirement and budget)		1 lot		PHP26,376.00	
TOTAL AMOUNT IN WORDS: TWENTY SIX THOUSAND THREE HUNDRED SEVENTY-SIX PESOS				Php26,376.00	
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 <u>1/10 of 1%</u> of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY . In case the contractor/supplier does not deliver within the due date, she 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, CSD		BUR No. <u>AOE-HRM-25071084</u> DATE <u>July 16, 2025</u> AMOUNT <u>₱ 26,376.00</u>		Recommended by: FCI: <u>7.14.25</u> FLORENCE M. BUENSALIDO Division Chief, HRMD	
CONFORME: <u>[Signature]</u> BERNARD D. REBAGORN Name & Signature of Contractor/Supplier <u>7/29/2025</u> Date		Funds Available: <u>[Signature]</u> WILMA G. DULAY OIC-Chief, Controllershhip		Approved by: <u>[Signature]</u> ROMLEAH JULIET P. OCAMPO Executive Director	