

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
 ☎ (832) 831-2201 to 09 ext. 218 📠 (832) 831-1366, 832-3965
 ✉ info@citem.com.ph 🌐 www.citem.com.ph



JO Number: 2024-0578	JO Date 12/17/2024	PAGE 1 of 2
PR No.: 2024-0578	PR Date: 12/2/2024	

CONTRACTOR/SUPPLIER MARANAW HOTEL AND RESORT GROUP
 ADDRESS (CENTURY PARK HOTEL)
599 P. Ocampo St., Malate, San Miguel, 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
LEASE OF VENUE AND PROVISION OF MEALS 2024 CITEM YEAR-END ASSESSMENT AND EMPLOYEE (PRAISE) AWARDS Date: 17 December 2024 GENERAL REQUIREMENTS: Buffet Dinner for 175 people Buffet Dinner with One Round juice MINIMUM INCLUSION FOR BUFFET DINNER Soup : 1 Soup and Bread Rolls Main Course: 2 viands, 1 Pasta/Noodles, 1 Vegetables, 1 Rice Dessert: Mixed Fruit and/or Pastry OTHER INCLUSIONS: 1. Use of venue from 8:00am to 10:00pm 8:00am - 4:00pm - Ingress 4:00pm - 10:00pm - Event Proper 2. Complimentary use of parking 3. Complimentary WiFi Access 4. Complimentary use of Digital Kiosk for Event Poster 5. Free Flowing Coffee, Tea and Water	1 lot		503,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

BUR No. ADP-24121620
 DATE December 27, 2024
 AMOUNT ₱ 503,000.00

Recommended by:
FLORENCE PEARL M. BUENSALIDO
 Division Chief, HRMD

CONFORME:

 Name & Signature of Contractor/Supplier
 Date _____

Funds Available:

MALERNA C. BUYAO
 Chief Controllorship

Approved by:

LEAH PULIDO 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
 ✉ info@citem.com.ph 🌐 www.citem.com.ph



JO Number: 2024-0578	JO Date: 12/17/2024	PAGE 2 of 2
PR No.: 2024-0578	PR Date: 12/2/2024	

CONTRACTOR/SUPPLIER <u>MARANAW HOTEL AND RESORT GROUP</u>	DELIVERY TERM _____
ADDRESS <u>(CENTURY PARK HOTEL)</u> <u>599 P. Ocampo St., Malate, San Miguel, Manila</u>	PAYMENT TERM <u>30 days</u>
MODE OF PROCUREMENT <u>LEASE OF REAL PROPERTY OR VENUE</u>	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
6. Registration Table			
7. Use of Projection Screen / LED Wall			
8. Use of Mobile Sound System and Lights			
9. Wired Microphones			
10. Tables and Chairs Set-up			

TOTAL AMOUNT IN WORDS: FIVE HUNDRED THREE THOUSAND PESOS Php 503,000.00

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, 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, Corporate Service Dept.

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. AOE-24121620
 DATE 12/27/2025
 AMOUNT ₱ 503,000.00

Funds Available:

 Malerna C. Buydo
 Chief Controllership

Recommended by:

 FLORENCE PEARL M. BUENSALIDO
 Division Chief, HRMD

Approved by:

 LEAH PULIDO OCAMPO
 Executive Director