

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: 2025-0283	JO Date: 05/06/2025	PAGE 1 of 3
		PR No.: 2025-0283	PR Date: 04/25/2025	

CONTRACTOR/SUPPLIER <u>WEDDING RESOURCES & EVENTS</u> ADDRESS <u>MANAGEMENT CORPORATION (CASA IBARRA)</u> <u>Business Park Island, MOA Complex, Pasay City</u> MODE OF PROCUREMENT <u>Lease of Real Property or Venue</u>	DELIVERY TERM _____ PAYMENT TERM <u>30 days</u> 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												
LEASE OF VENUE FOR IFEX PHILIPPINES 2025 MEDIA PREVIEW AND KATHA AWARDING CEREMONY WITH CATERING SERVICES Period of Engagement: 15 May 2025 Event Venue Particulars: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width:25%;">ACTIVITY</th> <th style="width:25%;">DATES</th> <th style="width:50%;">SCHEDULE</th> </tr> <tr> <td>Contractors Ingress</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">May 15, 2025</td> <td>04:00 AM - 01:00 PM</td> </tr> <tr> <td>Exhibitors Ingress</td> <td>01:00 PM - 05:00 PM</td> </tr> <tr> <td>Event Proper</td> <td>05:00 PM - 09:00 PM</td> </tr> <tr> <td>Egress</td> <td>09:00 PM - onwards</td> </tr> </table>	ACTIVITY	DATES	SCHEDULE	Contractors Ingress	May 15, 2025	04:00 AM - 01:00 PM	Exhibitors Ingress	01:00 PM - 05:00 PM	Event Proper	05:00 PM - 09:00 PM	Egress	09:00 PM - onwards			PHP513,000.00
ACTIVITY	DATES	SCHEDULE													
Contractors Ingress	May 15, 2025	04:00 AM - 01:00 PM													
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Event Proper		05:00 PM - 09:00 PM													
Egress		09:00 PM - onwards													

Basic Qualification Requirements:

1. Venue Size & Layout:
 - * Sufficient capacity for approximately 200 attendees.
 - * Flexible seating arrangements to accommodate banquet
 - * Space for any additional activities such as networking sessions, mini food exhibition with display of products and food tasting from Katha food finalists.
2. Location
 - * Centrally located with easy access to public transportation.
 - * Availability of parking spaces for attendees.

TOTAL AMOUNT IN WORDS:	Php
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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	BUR No. <u>IFEX-250507-04</u> DATE <u>May 14, 2025</u> AMOUNT <u>₱513,000.00</u>	Recommended by: ROWENA D. MENDOZA Department Manager III, CBD Approved by: ROMLEAH JULIET P. OCAMPO Executive Director
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CONFORME: Alwin L. Yoma Name & Signature of Contractor/Supplier <u>May 14, 2025</u>	Funds Available WILMA G. PULAY OIC-Chief Controllership
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CONTRACTOR/SUPPLIER WEDDING RESOURCES & EVENTS ADDRESS MANAGEMENT CORPORATION (CASA IBARRA) Business Park Island, MOA Complex, Pasay City 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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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
3. Date and Time * The venue must be available on May 15, 2025, from 4 AM to onwards.			
4. Audio-Visual Equipment: * High-quality sound system, microphones, projectors/screens, and other necessary A/V equipment. * On-site technical support to manage A/V requirements. * LED Wall			
5. Catering: * Provide complete set of dinnerware, cocktail plates, flatware, glassware and all necessary dining materials good for 200 pax with reasonable allowance. * Options for food and beverage service, including use of exhibitor products as ingredients to the menu to be served to media, Katha participants and guests. (specific needs such as breakfast, lunch, coffee breaks, etc.) * Provision of adequate water stations throughout the venue. * Free flow of Coffee and Tea.			
6. Furniture and Fixtures: * Tables, chairs, podium, and any other necessary furniture. * Proper lighting to suit the event's atmosphere and activities			

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

ATTY. ANNA GRACE MARPURI
 Department Manager III, CSO

CONFORME:
Alwin L. Joma
 Name & Signature of Contractor/Supplier
May 14, 2025

BUR No. **IFEX-23050704**

DATE **May 14, 2025**

AMOUNT **₱ 513,000.00**

Funds Available
WILFREDO BULABOG
 OIC-Chief Controllorship

Recommended by:
ROWENA D. MENDOZA
 Department Manager III, CBD

Approved by:
ROMLEAH JULIET P. OCAMPO
 Executive Director

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		PR No.: 2025-0283	PR Date: 04/25/2025	

CONTRACTOR/SUPPLIER WEDDING RESOURCES & EVENTS	DELIVERY TERM
ADDRESS MANAGEMENT CORPORATION (CASA IBARRA)	PAYMENT TERM
Business Park Island, MOA Complex, Pasay City	PLACE OF 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 conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
7. Accessibility			
* Accessible entrances and facilities for differently-abled individuals.			
* Proper signage to guide attendees within the venue.			
8. Security:			
* Provision of adequate security services, including crowd control, bag checks, and emergency response teams.			
* First-aid services on-site during the event.			
9. Health and Safety:			
* Compliance with local health and safety regulations.			
* Measures for emergency evacuation and crowd management.			
PAYMENT			
Payment shall be made after the receipt of the Official Billing Statement and upon the Enduser's issuance of Certificate of Satisfactory Service.			

TOTAL AMOUNT IN WORDS: FIVE HUNDRED THIRTEEN THOUSAND PESOS	Php 513,000.00
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This order is placed subject to the following terms and conditions:

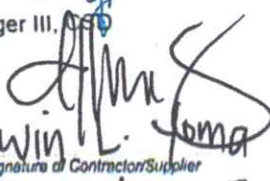
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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CBD

CONFORME:


Name & Signature of Contractor/Supplier
May 14, 2025

BUR No. **1PEX-25050704**

DATE **May 14, 2025**

AMOUNT **7,513,000.00**

Funds Available:

WILMA G. DULAY
OIC-Chief Controllorship

Recommended by:


ROWENA D. MENDOZA
Department Manager III, CBD

Approved by: 
ROMLEAH JULIET P. OCAMPO
Executive Director