

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:
2025-0443JO Date:
7/01/2025

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PR No.:
2025-0443PR Date:
7/01/2025CONTRACTOR/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 CITEM 2ND QUARTERLY PERFORMANCE REVIEW AND MID-YEAR ASSESSMENT AND PLANNING			PHP26,376.00

Date Needed: 02-03 July 2025

Activity Hours: 08:00AM to 5:00PM

Venue: PTTC - Synergist Room

TOTAL AMOUNT IN WORDS: **TWENTY SIX THOUSAND THREE HUNDRED SEVENTY-SIX PESOS** Php **26,376.00**

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 **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, CSD

CONFORME:

BERNARD D. REBAGODA
Name & Signature of Contractor/Supplier

(Date)

BUR No. **1P-CORPLAN-25078975**DATE **7/4/2025**AMOUNT **26,376.00**

Funds Available:

WILMA G. DULAY

OIC-Chief, Controllership

Recommended by:

ATTY. EVA MARIE C. MARIQUINA
Division Chief, Corplan

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director