

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: 2025-0120	JO Date: 02/27/2025	PAGE 1
	PR No.: 2025-0120	PR Date: 02/13/2025		

CONTRACTOR/SUPPLIER HOLIFIT HOLISTIC FITNESS CENTER ADDRESS 42 WASHINGTON STREET, MERVILLE PARK SUBDIVISION, PARAÑAQUE CITY MODE OF PROCUREMENT SMALL VALUE PROCUREMENT	DELIVERY TERM PAYMENT TERM 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
HIRING OF SERVICE PROVIDER FOR THE HEALTH AND WELLNESS ACTIVITIES FOR THE CELEBRATION OF NATIONAL WOMEN'S MONTH Zumba Session - Onsite 21 March 2025 (subject to change), after office hours 1. Provision of at least (1) Zumba instructor to facilitate at least 50 participants Holistic Wellness Analysis - Onsite 28 March 2025 (subject to change) One-day activity (8 hours) of holistic wellness analysis and can accommodate 149 people. The activity should include the following: 1. Posture Analysis (PosturePro Analysis or similar equipment and scope of analysis): Conducting posture analysis to help employees improve their physical health, reducing the risk of work-related musculoskeletal issues. 2. Aromatherapy through essential oils: Providing aromatherapy sessions to enhance relaxation and mental clarity, which can improve focus and reduce stress levels in the workplace. 3. Body Composition Analysis (Tanita Scale DC 360-P or similar equipment and scope of analysis): Offering body composition analysis to help employees understand their physical health better, encouraging a healthier lifestyle that can lead to increased energy and productivity. 4. Theragun Massage: Offering massage sessions to relieve stress and promote well-being, which can enhance productivity and reduce workplace fatigue. 5. One on one Consultations 6. Coffee Kiosk: Iced or Hot Coffee for 149 employees. Minimum selections: Americano, Latte, Cappuccino, Mocha, Spanish Latte CITEM shall provide (for both activities): 1. Venue and facilities (limited to chairs, table, rooms and utilities) The service provider shall (for both activities) 1. Provide transportation to its staff / personnel, materials and equipment 2. Provide meals for its staff / personnel 3. Provide equipment and materials necessary to deliver the required services 4. Other consumables necessary to deliver the required services.	1 lot		Php54,537.25
TOTAL AMOUNT IN WORDS: FIFTY-FOUR THOUSAND FIVE HUNDRED THIRTY-SEVEN PESOS AND TWENTY-FIVE			Php 54,537.25

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 representatives/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, <div style="text-align: center;"> ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD </div> CONFORME: <div style="text-align: center;"> Kristhine Felisa B. Basconcillo <small>Name & Signature of Contractor/Supplier</small> </div> <div style="text-align: center;"> <small>Date</small> </div>	BUR No. HOE-25030323 DATE MARCH 06, 2025 AMOUNT ₱ 54,537.25 Funds Available: <div style="text-align: center;"> WILMA G. DULAY OIC-DC, CONTROLLERSHIP DIVISION </div>	Recommended by: <div style="text-align: center;"> ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD </div> Approved by: <div style="text-align: center;"> ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR </div>
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