

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 Tel: (632) 831-2201 to 09 ext. 218 Fax: (632) 831-1368, 832-3965 E-mail: info@citem.com.ph www.citem.com.ph				JO Number: 2025-0457	JO Date: 07/08/2025	PAGE 1
				PR No.: 2025-0457	PR Date: 07/08/2025	
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 TECHNICAL WRITING WORKSHOP		1 lot		PHP16,464.00		
Date Needed: 23-24 July 2025 Activity Hours: 8:00 AM to 5:00 PM General Requirements: Use of Seminar Room/Venue with below inclusions: <ol style="list-style-type: none"> 1. Can accommodate 40 participants (classroom type) 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)						
TOTAL AMOUNT IN WORDS: SIXTEEN THOUSAND FOUR HUNDRED SIXTY-FOUR PESOS				Php 16,464.00		
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, site 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 AOR-HRMD-25071095 DATE July 16, 2025 AMOUNT PHP 16,464.00		Recommended by: FLORENCE M. BUENSALIDO Division Chief, HRMD		
CONFORME:  BERNARD D. RABAGOSA Name & Signature of Contractor/Supplier 08/08/2025 Date		Funds Available:  WILMA G. DULAY OIC-Chief, Controllorship		Approved by:  ROMLEAH JULIET P. OCAMPO Executive Director		

MEMORANDUM

FOR : *Oh. Ann 08.01*
FLEAH PULIDO OCAMPO
Executive Director

FROM : *fmm*
FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

DATE : 01 August 2025

SUBJECT : RESCHEDULING OF TECHNICAL WRITING WORKSHOP

Respectfully requesting approval for the rescheduling of the Technical Writing Workshop originally set for 23-24 July 2025, to the new dates of 5-6 August 2025, due to the suspension of work caused by adverse weather conditions on the original schedule. The training will still be held at the Philippine Trade Training Center (PTTC). //

In line with this, the corresponding Office Order and provisions in related documents—including venue and service contracts—will be amended to reflect the new schedule, as necessary.

All concerned parties have been informed of the proposed changes and have confirmed their availability.

Thank you.