

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:

2025-0374

JO Date:

06/17/2025

PAGE

1 of 2

PR No.:

2025-0374

PR Date:

05/22/2025

CONTRACTOR/SUPPLIER **COLLIERS INTERNATIONAL**

DELIVERY TERM

ADDRESS

PHILIPPINES, INC.

PAYMENT TERM 30 days

6766 Ayala Avenue cor. Paseo de Roxas, Legaspi Village, Makati City

PLACE OF DELIVERY

MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

DATE OF DELIVERY 1 week upon receipt of JO

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
PROCUREMENT OF APPRAISAL SERVICES FOR THE ACQUISITION OF LAND WITH EXISTING BUILDING FOR CITEM OFFICE SPACE			PHP80,000.00
GENERAL REQUIREMENTS:			
1. Engage the services of one (1) Independent Property Appraiser (IPA) accredited by the Bangko Sentral ng Pilipinas (BSP) or a professional association of appraisers recognized by BSP.			
2. The IPA must be duly licensed by the Professional Regulation Commission (PRC) and registered with the Professional Regulatory Board of Real Estate Service (PRBRES).			
3. The IPA must have at least ten (10) years of experience in real property appraisal.			
OBJECTIVES OF THE SERVICES:			
1. To determine the fair market value of the land with existing building.			
2. To determine the replacement cost of structures/improvements.			
3. To determine the appropriate price offer for negotiated sale.			
4. To provide technical assistance, if necessary, on the negotiation proceedings, including possible administrative and judicial processes.			

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

CONFORME:

Paul Vincent Ramirez

Senior Director and Head of Valuation

Name & Signature of Contractor/Supplier

Date 02 July 2025

BUR No. **A05-650-25060929**

DATE

June 24, 2025

AMOUNT

₱80,000.00

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

ENGR. REGNER R. PENEZA

Administrative Officer IV, GSD

Approved by:

ROMLEAH JULIET P. 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: 2025-0374	JODatē 06/17/2025	PAGE 2 of 2
PR No.: 2025-0374	PR Date: 05/22/2025	

CONTRACTOR/SUPPLIER **COLLIERS INTERNATIONAL**
ADDRESS **PHILIPPINES, INC.**
6766 Ayala Avenue cor. Paseo de Roxas, Legaspi Village, Makati City
MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

DELIVERY TERM _____
PAYMENT TERM **30 days**
PLACE OF DELIVERY _____
DATE OF DELIVERY **1 week upon receipt of JO**

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
SCOPE OF SERVICES: 1. Gathering and review of necessary documents for appraisal. 2. Ocular (Site) inspection of the subject property for appraisal. 3. Property investigation and site analysis. 4. Securing or verification of ownership documents 5. Preparation and submission of signed Final Appraisal Report. DESIRED OUTPUTS: 1. Estimated market value of the land with existing building. 2. Estimated replacement cost of structures and improvements therein. 3. Recommended total price offer for negotiated sale of the subject property. 4. Other reports/ advisories as needed in the negotiation proceedings. *The IPA shall observe the standards and specification listed under Section 7 of RA no. 10752 or according to the standard valuation practices in providing the services and desired outputs.			

TOTAL AMOUNT IN WORDS: **EIGHTY THOUSAND PESOS** Php 80,000.00

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, 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

CONFORME:

Paul Vincent Ramirez
Senior Director and Head of Valuation

Name & Signature of Contractor/Supplier

Date **02 July 2025**

BUR No.

DATE

AMOUNT

Funds Available:

WILMA G. DULAY

OIC-Chief Controllershship

Recommended by:

ENGR. REGNER R. PENEZA
Administrative Officer IV, GSD

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director