


 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: 2025-0397	JO Date: 07/01/2025	PAGE 1 of 3
		PR No.: 2025-0397	PR Date: 06/04/2025	
CONTRACTOR/SUPPLIER LA JOLLA LUXURY BEACH RESORT ADDRESS Brgy. Banawang, Bagav, Bataan MODE OF PROCUREMENT LEASE OF REAL PROPERTY OR VENUE		DELIVERY TERM PAYMENT TERM 30 days 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 2025 AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY Inclusive Dates: 17-19 July 2025 LOCATION: LA JOLLA LUXURY BEACH RESORT GENERAL REQUIREMENTS: 1. Accommodation, meals, and complimentary use of amenities and facilities for 120 participants (with a guaranteed minimum of 100 pax). 2. A venue with indoor and outdoor facilities, including spacious grounds, capable of hosting 120 participants for engagement activities. Must have access to a beach and/or swimming pool. 3. Free parking for approximately 10 vans (10-seaters) and 6 personal vehicles. ACCOMMODATION: 1. Air-conditioned room, with basic hotel room facilities including, but not limited to bedding, closet, toilet and bath, hot and cold shower, cable TV, in-room safe, bath towels, and toiletries. 2. Complimentary breakfast, bottled water, and coffee/tea set-up in the room. 3. Preferred check-in time: 02:00PM Check-out time: 12:00NN.				Php1,440,000.00
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 <u>1/10 of 1%</u> 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		Recommended by: MA. LOURDES D. MEDIRAN Deputy Executive Director		
CONFORME:  Name & Signature of Contractor/Supplier Date July 15, 2025		Approved by: ROMLEAH JULIET P. OCAMPO Executive Director		
		BUR No. A0E-HRMD-25071015 DATE 07/08/2025 AMOUNT 1,440,000 Funds Available:  WILMA G. DULAY OIC-Chief, Controllorship		

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
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PR No.:

2025-0397

PR Date:

06/04/2025

CONTRACTOR/SUPPLIER **LA JOLLA LUXURY**
ADDRESS **BEACH RESORT**
Brgy. Banawang, Bagav, Bataan
MODE OF PROCUREMENT **LEASE OF REAL PROPERTY OR VENUE**

DELIVERY TERM _____
PAYMENT TERM **30 days**
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
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MEALS:

Day 1: Lunch, PM Snack and Dinner

Day 2: Breakfast (Complimentary), AM Snack, Lunch, PM Snack, and Dinner

Day 3: Breakfast (Complimentary), Lunch

Minimum inclusion for buffet lunch and dinner:

Soup – 1 soup with bread rolls

Main – 2 Viands, 1 Pasta/Noodles, 1 Vegetable/Salad, and Rice

Dessert – Mixed Fruits and/or Assorted Pastries

BREAKDOWN:

Two (2) Breakfasts

One (1) AM Snack

Three (3) Managed Buffet Lunches

Two (2) PM Snacks

Two (2) Managed Buffet Dinners

FUNCTION ROOM AND ACTIVITY AREA:

1. Use of a function room for at least twelve (12) hours per day for two (2) days, good for up to 120 participants with space for breakout sessions.

2. Free use if podium, PA system, at least two (2) microphones, projector,

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

John Luis Bantugan

Name & Signature of Contractor/Supplier

July 15, 2025

Date

BUR No. AOE-HRMD-25071015

DATE 07/08/2025

AMOUNT 1,440,000

Funds Available:

WILMA G. DULAY

OIC-Chief, Controllership

Recommended by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

ROMLEAH JULIET P. OCAMPO

Executive Director

JOB ORDER

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CONTRACTOR/SUPPLIER **LA JOLLA LUXURY**
ADDRESS **BEACH RESORT**
Brgy. Banawang, Bagav, Bataan
MODE OF PROCUREMENT **LEASE OF REAL PROPERTY OR VENUE**

DELIVERY TERM _____
PAYMENT TERM _____
PLACE OF DELIVERY _____
DATE OF DELIVERY _____

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
white or LED screen, and extension cords.			
3. Provision of pads, pens, flip chart stand and sheets, whiteboard, and markers.			
4. Complimentary access to outdoor courts, grassy areas, beach, swimming pool, and other available outdoor facilities.			
5. Provision of PA system and microphones for outdoor areas.			
6. Restrooms must be easily accessible from both indoor and outdoor areas			
7. Facility use must follow the program schedule as coordinated with the client.			
8. Water stations must be available in key activity areas.			
9. Venue must have standby power in case of outages.			
10. An on-site clinic with nurse or doctor must be available during the event.			

TOTAL AMOUNT IN WORDS: ONE MILLION FOUR HUNDRED FORTY THOUSAND PESOS Php 1,440,000.00

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

BUR No. AR-HRMD-25071015

DATE 07/08/2025

AMOUNT 1,440,000

Recommended by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

CONFORME:

John Luis Bantugan

Name & Signature of Contractor/Supplier

July 15, 2025

Date

Funds Available

WILMA G. DULAY

OIC-Chief, Controllorship

ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD
Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director