

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:

2025-0391

JO Date:

06/24/2025

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PR No.:

2025-0391

PR Date:

06/02/2025

CONTRACTOR/SUPPLIER **OCEAN AIRE HOTEL CORP.**

ADDRESS **(Golden Phoenix Hotel Manila)**

Macapagal Blvd., Pasay City

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 CITEM BOARD OF GOVERNOR'S 2nd QUARTER MEETING Date Needed: 27 June 2025 General Requirements: 1. Merienda Cena Buffet Set-up for required number of pax: • Canton Bihon • Camote cue • Veggie Lumpia • Maja Blanca • 3 Dimsums (Pork siomai, Asado mini pao, Mantao buns) • 3 different mini cakes • Beverages (Free flow coffee, 1 round Ice Tea, drinking water, no soda) • Dedicated personnel/waiters 2. Technology & AV Equipment • Free Wi-Fi access (basic or high-speed) • LED Wall • Dedicated Technician for the whole duration of the meeting • Wired/wireless individual microphone	40 pax		PHP1,750.00/pax or a total of PHP70,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 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 L. MARPURI

Department Manager III, CSD

CONFORME:

Name & Signature of Contractor/Supplier

6/27/25

BUR No. **CES-25060954**

DATE **6/26/25**

AMOUNT **P 70,000**

Funds Available

WILMA S. DULAY

OIC-Chief Controllorship

Recommended by:

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

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06/02/2025

CONTRACTOR/SUPPLIER **OCEAN AIRE HOTEL CORP.**

ADDRESS **(Golden Phoenix Hotel Manila)**
Macapagal Blvd., Pasay City

MODE OF PROCUREMENT **Lease of Real Property or Venue**

DELIVERY TERM

PAYMENT TERM **30 days**

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DESCRIPTION

QTY/UNIT

UNIT PRICE

AMOUNT

- Sound system
- Power outlet
- Plug and Play for laptops, printer, projectors than can accommodate maximum of 40 pax

3. Function room

- Free use of Philippine Flag, Banners and Poles
- Board Meeting or Corporate set-up type
- Provision of name plates/name tags
- Complimentary parking space
- Digital Signage
- Provision for Ingress/preparation of the meeting

TOTAL AMOUNT IN WORDS: **SEVENTY THOUSAND PESOS**

Php **70,000.00**

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

Focia L. Florio

Name & Signature of Contractor/Supplier

6/27/25

BUR No. **CES-25060954**

DATE **6/30/25**

AMOUNT **₱70,000**

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director