

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner San. G8 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:

2025-0396

JO Date:

06/17/2025

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PR No.:

2025-0396

PR Date:

06/04/2025

CONTRACTOR/SUPPLIER **J-CONTROLS OUTDOOR**ADDRESS **LEISURE SERVICES**

577 UP Centennial Village, Purok 5, Puyapuy, Bay, Laguna

MODE OF PROCUREMENT **Small Value Procurement**

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
HIRING OF SERVICE PROVIDER TO FACILITATE THE 2025 AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY Inclusive Dates: 17-19 July 2025 Activity Proper: 17-18 July 2025 SCOPE OF WORK: The service provider shall perform the following responsibilities: 1. Pre-Engagement Assessment - Develop and administer a pre-assessment tool for executives and employees to identify key concerns and priority areas. This may include written or online surveys, interviews, and focus group discussions (FGDs), as applicable. 2. Needs Analysis and Program Customization - Analyze the assessment data to design and customize the GAD training and diversity-driven engagement activities based on the specific needs of CITEM's workforce. 3. Program Development and Facilitation - Design and implement a customized, highly interactive program consisting of the following core components: * Gender Sensitivity and Workplace Bias Workshop * Mental Health Awareness Seminar			Php120,000.00
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 I. MARPURI

Department Manager III, CSD

CONFORME:

ANGELICA J. MURPHY
Name & Signature of Contractor/Supplier

Date JULY 11, 2025

BUR No. **A0E-HMD-25060922**

Recommended by:

DATE

June 24, 2025

AMOUNT

₱120,000.00

Funds Available:

WILMA G. DULAY

OIC-Chief, Controllorship

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

JOB ORDER

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PR No.:

2025-0396

PR Date:

06/04/2025

CONTRACTOR/SUPPLIER **J-CONTROLS OUTDOOR**

ADDRESS **LEISURE SERVICES**

577 UP Centennial Village, Purok 5, Puyat, Bay, Laguna

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>* Diversity-Driven Engagement Activity</p> <p>4. Professional Facilitation - Deploy trained and experienced professionals to facilitate each core component. Facilitators must demonstrate subject-matter expertise in the following areas:</p> <ul style="list-style-type: none"> * GAD, gender sensitivity, and workplace bias; * Mental health awareness and psychosocial support in the workplace; * Inclusive engagement activities and approaches grounded in GAD principles. <p>5. Logistical Support - Deploy support staff to assist with session logistics, including ingress (setup) and egress (teardown) of materials and equipment.</p> <p>6. Provision of Materials - Supply all necessary materials for the sessions, including activity props, engagement tools, and printed or digital learning resources.</p> <p>7. Coordination and Consultation - Engage in ongoing consultation with CITEM to ensure the alignment of content, logistics, and objectives throughout the planning and implementation phases.</p>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

BUR No. AOE-HRMD-25060922

Recommended by:

DATE June 23, 2025

AMOUNT ₱ 120,000

CONFORME:

ANGELICA D. MURPHY
Name & Signature of Contractor/Supplier

Date JULY 11, 2025

Funds Available:

WILMA G. BULAY
CIO-Chief, Controllarship

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director

JOB ORDER

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06/17/2025

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PR No.:

2025-0396

PR Date:

06/04/2025

CONTRACTOR/SUPPLIER **J-CONTROLS OUTDOOR**ADDRESS **LEISURE SERVICES**

577 UP Centennial Village, Purok 5, Puyapuy, Bay, Laguna

MODE OF PROCUREMENT **Small Value Procurement**

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
8. Additional Event Management - Undertake any other related tasks necessary for the smooth and effective conduct of the activity.			
9. Post-Activity Reporting - Submit a comprehensive post-program report that includes key highlights, participant feedback, outcomes, recommendations, and photo documentation.			
CITEM's COVERAGE: CITEM shall provide the following support to the service provider: 1. Room accommodations for up to four (4) facilitators and/or assistants (maximum of one room for two nights); 2. Meals for up to four (4) facilitators/assistants: * Day 1: Lunch, PM snack, and dinner * Day 2: Breakfast, AM snack, lunch, and dinner * Day 3: Breakfast 3. Provision of tokens or prizes for team/group activities; 4. Coverage of transportation, venue and board and lodging for all CITEM participants.			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

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

CONFORME:

ANGELICA I. MARPURI
Name & Signature of Contractor/Supplier

Date JULY 11, 2025

BUR No. AQE-HRM-25060977

Recommended by:


DATE June 24, 2025AMOUNT ₱120,000.00Furnished by:
WILMA G. DULAY
OIC-Chief, Controllorship

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director

JOB ORDER

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		PR No.: 2025-0396	PR Date: 06/04/2025	
CONTRACTOR/SUPPLIER J-CONTROLS OUTDOOR		DELIVERY TERM _____		
ADDRESS LEISURE SERVICES		PAYMENT TERM 30 days		
577 UP Centennial Village, Purok 5, Puyapuy, Bay, Laguna		PLACE OF DELIVERY _____		
MODE OF PROCUREMENT Small Value Procurement		DATE OF DELIVERY _____		

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
SERVICE PROVIDER'S RESPONSIBILITY:			
1. Shoulder all transportation expenses of the facilitators and/or assistants to and from the event venue.			
2. Cover costs for any additional manpower beyond the four (4) facilitators/ assistants included in CITEM's provisions.			
3. Pay for any incidental expenses incurred by the facilitators/assistants during the event.			
PROGRAM COMPONENTS:			
PART 1: GENDER SENSITIVITY AND WORKPLACE BIAS WORKSHOP			
This interactive session will serve as the core learning component of the GAD activity. It will guide employees in recognizing gender-based stereo- types and unconscious biases that may influence communication, teamwork, and decision-making. Key topics include:			
* Understanding gender roles and intersectionality;			
* Identifying and addressing unconscious bias;			
* Promoting respectful and inclusive behaviors in the workplace;			
* Aligning with national GAD mandates and Safe Spaces Act provisions.			
Through participatory exercises and group discussions, the workshop will			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

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

CONFORME:

ANGELICA J. MURPHY
Name & Signature of Contractor/Supplier

Date JULY 11, 2025

BUR No. ADP-HRMO-25060922

Recommended by:

DATE June 24, 2025AMOUNT P120,000.00Funds Available
WILMA G. DULAY
OIC-Chief, ControllorshipApproved by: 
ROMLEAH JULIET P. OCAMPO
Executive Director

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PR No.:

2025-0396

PR Date:

06/04/2025

CONTRACTOR/SUPPLIER **J-CONTROLS OUTDOOR**

ADDRESS **LEISURE SERVICES**

577 UP Centennial Village, Purok 6, Puyay, Bay, Laguna

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
encourage critical thinking and practical application of GAD principles.			
PART II. MENTAL HEALTH AWARENESS SEMINAR			
Mental health is a critical aspect of overall employee well-being and is closely tied to gender issues such as caregiving responsibilities, workplace discrimination, and role expectations. This session will:			
<ul style="list-style-type: none"> * Raise awareness on common mental health challenges in the workplace; * Discuss the link between gender, stress and emotional labor; * Provide tips for maintaining mental well-being and work-life balance; * Encourage openness, peer-support, and help-seeking behaviors. 			
PART III. DIVERSITY-DRIVEN ENGAGEMENT ACTIVITY			
To complement the GAD learning sessions, a Diversity-Driven Engagement Activity will be conducted to reinforce the values of inclusivity, mutual respect, and collective growth. This activity aims to build trust, improve collaboration, and foster a deeper understanding of diverse experiences within the workplace.			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

ANGELICA D. MURPHY
Name & Signature of Contractor/Supplier

Date JULY 11, 2025

BUR No. ADG-HRM-D-25060727

DATE June 24, 2025

AMOUNT ₱ 120,000.00

Funds Available:
WILMA G. DULAY
OIC-Chief, Controllorship

Recommended by:

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director

JOB ORDER

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JO Number.

2025-0396

PR No.1

2025-0396

JO Date

06/17/2025

PR Date.

06/04/2025

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CONTRACTOR/SUPPLIER **J-CONTROLS OUTDOOR**

ADDRESS **LEISURE SERVICES**

577 UP Centennial Village, Purok 5, Puypuy, Bay, Laguna

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

30 days

PAYMENT TERM

PLACE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>The sessions will include:</p> <ul style="list-style-type: none"> * Reflective and collaborative group exercises that encourage empathy, shared decision-making, and inclusive problem-solving; * Communication challenges designed to apply GAD learnings in practical, team-based scenarios; * Opportunities for informal interaction and connection-building, promoting a safe and open environment for all employees; * Activities that underscore GAD themes such as equity, cultural sensitivity, and respectful dialogue. 			

TOTAL AMOUNT IN WORDS: **ONE HUNDRED TWENTY THOUSAND PESOS**

Php 120,000.00

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ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

ANGELICA J. MURPHY

Date JULY 11, 2025

BUR No. AE-HRM0-25060922

Recommended by:

DATE June 24, 2025

AMOUNT ₱120,000.00

Funds Available:

WILMA G. DULAY

OIC-Chief, Controllorship

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director