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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Rozas Boulevard corner Sen, G3 J. Puyol Avenue		2025-0		06/17/2025	PAG
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilon, Rozas Boulevard corner Sen. Gil J. Puyol Avenus 1300 Persay City, Metro Manila, Philippines (6, (52), 831-2201 to 09 ext. 218 (6), (522), 831-1368, 632-3965 Binlo@cliem.com.ph (9) www.cliem.com.ph		2025-	10.:	PR Date: 06/04/2025	1of
CONTRACTOR/SUPPLIER_J-CONTROLS OUTDOOR	DELIVER	YTERM			
LEISURE SERVICES	PAYMEN		30 days		
ADDRESS 577 UP Centennial Village, Purok 5, Puypuy, Bay, Laguna	PLACE O	F DELIVERY			
MODE OF PROCUREMENT Small Value Procurement	DATE OF DELIVERY				
Please provide/furnish this office the requirements listed below subject to the terms and condit Internetional Trade Expositions and Missions (CITEM).	ions containe	d berein. Addr	ess all corresp		
DESCRIPTION	QTY/U	NIT	UNIT PRICE	AMOU	T
HIRING OF SERVICE PROVIDER TO FACILITATE THE 2025	8	-		Php120,00	00.00
AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY	-			ł	
Inclusive Dates: 17-19 July 2025					
Activity Proper: 17-18 July 2025				1	
SCOPE OF WORK:				:	
The service provider shall perform the following responsibilities:		1		I	
1. Pre-Engagement Assessment - Develop and administer a pre-assessment				l	
tool for executives and employees to identify key concerns and priority		Î		*	
areas. This may include written or online surveys, interviews, and focus				ł	
	1	1			
group discussions (FGDs), as applicable.	1	:			
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.	1	ï		1	
3. Program Development and Facilitation - Design and implement a		Ĩ			
customized, highly interactive program consisting of the following core		1			
components:	t t				
	1			1	
	1			ţ	
* Mental Health Awareness Seminar		:			
TOTAL AMOUNT IN WORDS:				Php	
Gender Sensitivity and Workplace Bias Workshop Mental Health Awareness Seminar TOTAL AMOUNT IN WORDS: This order is placed subject to the following terms and conditions: The delivery must be made only during affice hours to CITEM or as may be specified. Delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery for the PALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAV she shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amoun requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to doduct the from any of its receivables from CITEM. The contractor/supplier must present a Delivory Receipt and Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD	reries are to b OF DELAY. I at of amount of und Involce or Offi	e withdrawn an n case the contr of the elivered portion icial Receipt with	actor/supplier d TOTAL AMO and to deduct b	uthorized representative mmediately. Delay in the loas not deliver within th UNT unless the contract he penelty and liquidate Order upon delivery.	e du
CONFORME: ANSELICA J MURPHY Funde Available?	1		OMLEAH	JULIET P. OCA	MP

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gi J. Puyal Avenue 1300 Pessey City, Metro Manila, Philippines \$ (632) 631-2201 to 09 ext. 218 (3) (532) 631-1368, 632-3065 ES Inte@chem.com.pt (9) www.citem.com.pt	dti	202	D Number: 5-0396 PR No.: 5-0396	JOD318 06/17/2025 PR Date: 06/04/2025	PAGE 20f6
Solution compt www.clam.compt CONTRACTOR/SUPPLIER J-CONTROLS OUTDOOR ADDRESS <u>LEISURE SERVICES</u> 577 UP Centennial Village, Purok 5, Puypuy, Bay, Laguna MODE OF PROCUREMENT Small Value Procurement Please provide/furnish this office the requirements listed balow subject to the terms and cond International Trade Expositions and Missions (CITEM). DESCRIPTION * Diversity-Driven Engagement Activity * Professional Facilitation - Deploy trained and experienced professionals to facilitate each core component. Facilitators must demonstrate subject- matter expertise in the following areas: * GAD, gender sensitivity, and workplace blas; * Mental health awareness and psychosocial support in the workplace; * Inclusive engagement activities and approaches grounded in GAD principles. 5. Logistical Support - Deploy support staff to assist with session logistics, including ingress (setup) and egress (teardown) of materials and	DATE OF	202 AY TERM T TERM, OF DELIVE DELIVE	5-0396 30 days ERY	pondence to the Cente	r for
equipment. 5. Provision of Materials - Supply all necessary materials for the sessions, including activity props, engagement tools, and printed or digital learning resources. 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.	10. 11. 11. 11. 11. 11. 11. 11. 11. 11.		annen bat f ternin f files - 1 files - 1 files		
TOTAL AMOUNT IN WORDS:	i			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 iss inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery subject to the PENALTY of <u>1/10 of 1%</u> of the TOTAL VALUE of this ORDER for EACH DAY are shall be considered in default and will be lable to pay LIQUIDATED DAMAGES in the amoun requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD T CONFORME: ANCEL AND MUK PHY. FundayAyailabla; //	veries are to be OF DELAY. In the of arrount of under Invoice or Offic (MnD - 2.5 2.24, 202.)	e withdrawn case the c silvered poi clei Receip 0609 2	n end/or seplaced is contracto://supplier of the TOTAL AMO tion and to deduct it with the Purchase Recommended Approved by:	mmediately. Delay in the o does not deliver within the UNT unless the contracto the penaky and liquideled of Order upon delivery.	telivery is due dale, adsupplier damoges
Date JULY 11, 2025 OIO-Chief, Cont	-Or rollerehip	,			

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gli J. Puyal Avenue 1300 Passay City, Metro Manila, Philippines	2025	-0396	06/17/2025	3of
€ (632) 831-2201 ho 09 ext. 218 € (632) 831-1368, 832-3965 E3 info@citem.com.ph ● www.citem.com.ph		R No.: 5-0396	PR Date: 06/04/2025	301
CONTRACTOR/SUPPLIER J-CONTROLS OUTDOOR	LIVERY TERM			
ADDRESS LEISURE SERVICES PA	MENT TERM			
577 UP Centennial Village, Purok 5, Puypuy, Bay, Laguna PL	ACE OF DELIVE	₹Y		
MODE OF PROCUREMENT Small Value Procurement	TE OF DELIVER	Y	*******	
Please provide/furnish this office the requirements listed below subject to the terms and conditions of International Trade Expositions and Missions (CITEM).	ontained herein. Ac	ldross all corresp	oondence to the Cente	r far
	QTY/UNIT	UNIT PRICE	AMOUN	T
3. Additional Event Management - Undertake any other related tasks	1		1	
necessary for the smooth and effective conduct of the activity.	1			
9. Post-Activity Reporting - Submit a comprehensive post-program report	1			
that includes key highlights, participant feedback, outcomes,	1		1	
recommendations, and photo documentation.				
CITEM'S COVERAGE:			1	
CITEM shall provide the following support to the service provider.	1		1	
	1		1	
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:	i			
* Day 1: Lunch, PM snack, and dinner	1		-1	
* 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.	1			
per corporter.				
			i	
	j		1	
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 inspection by CITEM-Management Inspection Team and/or the Commission on Audil. Rejected deliveries a subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY OF DE whe shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD CONFORME: Determine the main of the contractor of the contractor of the DAMAGES in the amount of the DAMAGES in the amount of the arrows of the arrows of the present and throws of the truth of the DAMAGES in the arrows of the arrows of the arrows of the arrows of the truth of the truth of the arrows of the present and throws of the arrows of the truth of the arrows of th	are to be withdrawn a ELAY. In case the com- of I to fundelivered portic to or Official Receipt w -2506092 ,2025 w) - ov	Ind/or replaced im Itractor/suppiler do the TOTAL AMOU in and to doduct th Alth the Purchase (2. Recommended (Approved by:	mediately. Delay in the bas not deliver within the INT unless the contract re ponalty and liquidated Order upon delivery. by:	dolive I due d orfsup I dame
ANGELICA A UDPHY Name & Standard & Contractor Supplier Dets JULY 11, 2025 Dets JULY 11, 2025			JULIET P. OCA Director	wit ² O

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIC		JO Number:	JODātē .	PAGE
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ර (632) 831-2201 to 09 ext. 218 ඇ (632) 831-1368, 832-3985 සා info@cilam.com.ph ● www.cilem.com.ph	Printer and	PR No.: 2025-0396	PR Date: 06/04/2025	4018
CONTRACTOR/SUPPLIER J-CONTROLS OUTDOOR	DELIVER	TERM_		
ADDRESS LEISURE SERVICES	PAYMENT	TERM 30 days	S	
577 UP Centennial Village, Purok 5, Puypuy, Bay, Laguna	. PLACE O	F DELIVERY		
MODE OF PROCUREMENT Small Value Procurement	DATE OF	DELIVERY		
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DESCRIPTION	QTY/U	UNIT UNIT PRI	ICE AMOU	NT
ERVICE PROVIDER'S RESPONSIBILITY:		1	i	
Shoulder all transportation expenses of the facilitators and/or assistant	nts :			
to and from the event venue.	:	1	-	
Cover costs for any additional manpower beyond the four (4) facilitate	ors/	ļ		
assistants included in CITEM's provisions.		i		
. Pay for any incidental expenses incurred by the facilitators/assistants				
* * * *				
during the event_	1			
ROGRAM COMPONENTS:	1	Ē		
ART 1: GENDER SENSITIVITY AND WORKPLACE BIAS WORKSHO	OP .			
This interactive session will serve as the core learning component of the	8		1.15	
GAD activity. It will guide employees in recognizing gender-based stere	20-		6	
pes and unconscious biases that may influence communication, team	work,	1	and the summer cont	
nd decision-making. Key topics include:	;			
Understanding gender roles and intersectionality;	*			
		1		
Identifying and addressing unconscious bias;	j	1		
Promoting respectful and inclusive behaviors in the workplace;	1	l		
Aligning with national GAD mandates and Safe Spaces Act provisions	÷	ng ja opasité		
hrough participatory exercises and group discussions, the workshop v	vill			
TOTAL AMOUNT IN WORDS:			Php	
This order is placed subject to the following terms and conditions:			and the second sec	
The delivery must be made only during office hours to CITEM or as may be specified. Deli inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Reject	ivery is subject to the a	cooptance of CITEM's duly	authorized representatives	dalivary i
inspection by CITEM-Management inspection Team and/or the Commission on Audit Reject subject to the PENALTY of <u>1/10 of 1%</u> of the TOTAL VALUE of this ORDER for EAC	H DAY OF DELAY. In	case the contractor/suppli	er does not deliver within th	a due date
she shell be considered in default and will be liable to pay LIQUIDATED DAMAGES in the	amount of	of the TOTAL AN	IOUNT unless the contract	tor/supplie
requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to ded	uct the amount of unde	ivered portion and to dedu	ct the panality and liquidate	d damaga
from any of its receivables from CITEM. The contractor/supplier must present a Delivery Rece	lpt and Invoice or Offic	al Receipt with the Purcha	ise Order upon delivery.	
Very truly yours, @ BUR No. AD	C-HAMO-2	Recommend	led by:	
ATTY. ANNA GRACE MARPURI	une 24, 20.	25		
Department Manager III, CSD T	7,20,000.00)	5060922 Recommend 25		
CONFORME: AMOUNT	1-1-1-	Approved by	The	
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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shiell Pavellon, Rosens Bordevard corner Sen. Gli J. Pupet Avenue 1300 Presey CRy, Metro Manila, Philippines & (632) 631-2201 to 09 ext. 218 (25) (632) 631-1366, D32-3965 E3 Info@cfilem.com.ph @ www.citem.com.ph	dti	2025- PR	No.:	JODate 06/17/2025 PR Date: 06/04/2025	PAGE 50f6
CONTRACTOR/SUPPLIER J-CONTROLS OUTDOOR ADDRESS. LEISURE SERVICES 577 UP Centennial Village, Purok & Puypuy, Bay, Leguna MODE OF PROCUREMENT. Small Value Procurement	PAYMENT PLACE O	2025-0396 0 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 condi- international Trade Expositions and Missions (CITEM).	tions contains	d hansin, Ada	dress all corresp	pondence to the Cente	pr for
DESCRIPTION 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: * 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.			UNITPRICE		NT
TOTAL AMOUNT IN WORDS:	{	i		Php	
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Dete JULY 11, 2025

WILMA G. IDULAT

Executive Director

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard comer Sen, Gli J, Puyal Avenue	6	30 Number: 2025-0396	06/17/2025	PAGE
1300 Pasny City, Metro Mania, Philippines ⑤ (632) 831-2201 to 09 ext. 218 ご (632) 831-1368, 832-3965 医 Info@citem.com.ph @ www.citem.com.ph		PR No.: 2025-0396	PR Date: 06/04/2025	6of6
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DESCRIPTION	QTY/UNIT	UNIT PRIC	E AMOU	T
e sessions will Include:	1		1	
Reflective and collaborative group exercises that encourage		1		
empathy, shared decision-making, and inclusive problem-solving;	1	1		
communication challenges designed to apply GAD learnings in practical,				
eam-based scenarios;	:	!		
Opportunities for informal interaction and connection-building,		ļ		
promoting a safe and open environment for all employees;	J	LITING		
Activities that underscore GAD themes such as equity, cultural sensitivity,	ł			
nd respectful dialogue.	•			
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Very truly yours, BUR No. ADE -HTUR			d by:	
ATTY. ANNA GRACE I. MARPURI DATE OM	24,2025			
ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD AMOUNT 9/20	,000.00	-		
CONFORME.		Approved by:	Ma	
AN CHARGE A BENER DA BANK BOTTON		ROMLEAH	JULIET P. OCA	MPO
AN CHINA & Spanowy BACHINGS Supplier WILMANS BUI	,Dr		ive Director	
Del JULY II, 2025 OIC-Chief, Cont				