

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
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JO Number:

2025-0322

JO Date

05/16/2025

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PR No.:

2025-0322

PR Date:

05/08/2025

CONTRACTOR/SUPPLIER **TORRE LORENZO DEVELOPMENT CORPORATION (LYF MALATE MANILA)**

ADDRESS

MALVAR CORNER, VASQUEZ STREET, MALATE MANILA

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
PURCHASE OF HOTEL VOUCHERS / CERTIFICATES FOR THE QUALIFIED REGIONAL / PROVINCIAL DIRECTORS AND TRADE PROMOTION OFFICERS OF THE IFEX 2025 INCENTIVE PACKAGE PROGRAM			
QUADRUPLE SHARING (MAX OF FOUR (4) PAX)			
a. Three (3) – night stay	5 pcs	18,000.00	Php90,000.00
b. Two (2) – night stay	3 pcs	12,000.00	Php36,000.00
c. Overnight stay	5 pcs	6,000.00	Php30,000.00
TWIN SHARING (MAX OF TWO (2) PAX)			
a. Three (3) – night stay	5 pcs	13,500.00	Php67,500.00
b. Two (2) – night stay	3 pcs	9,000.00	Php27,000.00
c. Overnight stay	5 pcs	4,500.00	Php22,500.00

Hotel Qualifications:

1. Department of Tourism accredited 3-star and above hotel/apartment hotel
2. Located within 8km and its fraction from the CITEM Office
3. Must be accessible by multiple modes of public transportation and with parking area.

Requirements per room:

1. Complimentary coffee and/or tea making facilities and water bottles or mineral water container to be replenished daily or as needed
2. In-room unlimited wi-fi internet access
3. Complimentary use of safety deposit box
4. Complimentary use of gym or fitness facilities and swimming pool

TOTAL AMOUNT IN WORDS: **TWO HUNDRED SEVENTY THREE THOUSAND PESOS**

Php273,000.00

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, Corporate Services Dept.

CONFORME:

JENALYNE CAPILI
Name & Signature of Contractor/Supplier

May 20, 2025
Date

BUR No. IFEX-25050783

DATE 5/26/2025

AMOUNT 273,000.00

Funds Available:
WILMA G. DULAY

OIC-Chief Controllershship

Recommended by:

ROWENA G. MENDOZA
Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR