

# JOB ORDER

CITEM.STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> 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: 2025-0160	JO Date: 3/11/2025	PAGE 1
		PR No.: 2025-0160	PR Date: 3/05/2025	
CONTRACTOR/SUPPLIER <b>VISIT HIGH POINT</b> ADDRESS <b>English Road, Suite 101-A High Point</b> MODE OF PROCUREMENT <b>OVERSEAS PROCUREMENT</b>		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
RENTAL OF CONFERENCE / MEETING ROOM FOR THE				USD5,600.00 or
PHILIPPINE BUSINESS MISSION IN HIGH POINT MARKET				PHP321,137.60
Location: High Point, North Carolina, U.S.				
Dates: 26-29 April 2025, 9am-7pm 30 April 2025, 9am - 1pm				
Requirements: Accommodates up to 26 pax Banquet set-up				
Inclusions: Daily water and coffee service for 40 pax Daily cleaning service TV and speaker				
FIVE THOUSAND SIX HUNDRED US DOLLARS				USD5,600.00
TOTAL AMOUNT IN WORDS: THREE HUNDRED TWENTY-ONE THOUSAND ONE HUNDRED THIRTY-SEVEN & 60/100				Php321,137.60
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 <b>PENALTY</b> of <b>1/10 of 1%</b> of the <b>TOTAL VALUE</b> of this ORDER for <b>EACH DAY OF DELAY</b> . 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 <b>LIQUIDATED DAMAGES</b> in the amount of _____ of the <b>TOTAL AMOUNT</b> 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, CSD		BUR No. <u>HPM-25030404</u> DATE <u>3/18/2025</u> AMOUNT <u>321,137.60</u>		Recommended by:  MARJOE EVIO Department Manager, SBD
CONFORME:  John P. McLaughlin Name & Signature of Contractor/Supplier 3/20/25		Funds Available:  WILMA G. DULAY OIC-Chief, Controllorship		Approved by:  ROMLEAH JULIET P. OCAMPO Executive Director