

# 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: <b>2025-0300</b>	JO Date: <b>05/14/2025</b>	PAGE <b>1</b>
	PR No.: <b>2025-0300</b>	PR Date: <b>04/30/2025</b>	

CONTRACTOR/SUPPLIER <b>ALTERA COLLECTIVE EVENTS ORGANIZING &amp; MANAGING</b> ADDRESS <b>AL TELAL 5, 603. AL BARSHA 1</b> MODE OF PROCUREMENT <b>Overseas Procurement</b>	DELIVERY TERM _____ PAYMENT TERM <b>30 days</b> PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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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
<b>HIRING OF STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN INDEX DUBAI 2025 - INCLUSION OF VIDEO AND PHOTOGRAPHY SERVICES</b>  <b>Duration:</b> <b>27-29 May 2025</b> <b>9:00am - 6:00pm</b>  <b>JOB DESCRIPTION OF THE STAND ASSISTANT</b>  <ul style="list-style-type: none"> <li>• Assist exhibitors at the stand with basic inquiries and support needs.</li> <li>• Welcome and engage visitors; provide basic information about the company, products, and services.</li> <li>• Support the Project Manager (Ms. Marjo Evio), Company Representatives, and Curator (Mr. Ito Kish) with administrative or logistical tasks as needed.</li> <li>• Distribute marketing materials, brochures, business cards, and giveaways.</li> <li>• Keep the stand clean, organized, and presentable at all times.</li> <li>• Manage registration sheets, collect visitor information, and ensure accurate documentation for follow-up.</li> <li>• Facilitate appointment scheduling or direct visitors to the appropriate company representative.</li> <li>• Coordinate with event organizers for operational needs (e.g., badge issues, maintenance requests).</li> <li>• Relay urgent inquiries or customer feedback to the Project Manager (Ms. Marjo Evio) or other responsible staff immediately.</li> <li>• Help in packing up materials and dismantling the stand at the end of the exhibition.</li> <li>• Assist in photography and videography during the 3-day day event (27-29 May 2025)</li> </ul>	1 pax		USD900.00/ Php50,141.70
TOTAL AMOUNT IN WORDS: <b>NINE HUNDRED US DOLLARS OR A TOTAL OF FIFTY THOUSAND ONE HUNDRED FORTY ONE PESOS AND 70/100</b>			<b>USD900.00/</b> <b>Php50,141.70</b>

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 T. MARPURI**  
 Department Manager, Corporate Services Dept.

CONFORME:

**Maria Imelda Casas**

Name & Signature of Contractor/Supplier

May 27, 2025

Date

BUR No. **INDEX - 250507 96**

DATE **May 27, 2025**

AMOUNT **₱50,141.70**

Funds Available

**WILMA G. DULAY**

OIC-Chief Controllorship

Recommended by:

**MARJO F. EVIO**

Department Manager, SBD

Approved by:

**ROMLEAH JULIET P. OCAMPO**  
 EXECUTIVE DIRECTOR