

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: | JO Date | PAGE 1 |
| 2025-0017-EPA-B | 01/03/2025 | |
| PR No.: | PR Date: | |
| 2025-0017-EPA | 12/16/2024 | |

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|--|-------------------------|
| CONTRACTOR/SUPPLIER MARTINA GUINYAWAN | DELIVERY TERM |
| ADDRESS Goenthestrabe 58, 63067 Offenbach | PAYMENT TERM |
| MODE OF PROCUREMENT Overseas Procurement | 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 <u>STAND ASSISTANT</u> FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2025 Dates: 06-11 FEBRUARY 2025 Venue: HALL 10.4 STANDS A49 and B42; HALL 10.1 FY01 Scope of Work: 1. Man and maintain the cleanliness of the booth 2. Familiarize the products being showcased in the trade show 3. Engage visitors / translate in conversation and ask qualifying questions to generate sales leads for the companies 4. To report from 08:30AM – 06:30PM from 06-11 February 2025 5. Submit a written summary report that includes most inquired products, buyer profiles met, and recommendations Qualifications: 1. Should have previous experience in live marketing events, exhibitions, trade fairs, B2B events, or other related activities 2. Should have an excellent level of speaking in English and German Language 3. Experience in fashion related evens / activities is a plus Documents to be submitted: 1. Bidders must submit their Curriculum Vitae ONE THOUSAND EUROS OR A TOTAL OF | 1 pax | | EUR1,000.00 OR PHP61,067.20 |
| | | | EUR1,000.00 |

TOTAL AMOUNT IN WORDS: **SIXTY ONE THOUSAND SIXTY SEVEN PESOS AND 20/100 PESOS** Php **61,067.20**

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 MARPURIO
 Department Manager, Corporate Services Dept.

BUR No. **AMBIENTE-25010088**
 DATE **JAN 20, 2025**
 AMOUNT **EUR 1,000 - on**
PHP 61,067.20

Recommended by:

MARIO F. EVIO
 Department Manager, SBD

CONFORME:

Martina Guinyawan
 Name & Signature of Contractor/Supplier
04/02/2025
 Date

Funds Available:

MALERNA C. BUYAO
 Chief Controllership

Approved by:

LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR