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
info@citem.com.ph www.citem.com.ph

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PR No.:	PR Date:	
2025-0278	04/24/2025	

CONTRACTOR/SUPPLIER: SM PRIME HOLDINGS, INC. (CONRAD MANILA)

ADDRESS: Seaside Blvd. cor. Coral Way, Mall of Asia Complex, Pasay City

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
PROCUREMENT OF OFFICIAL PARTNER HOTEL FOR THE HOSTED BUYERS, GUEST LUMINARIES AND OTHER VIPS OF MANILA FAME 2025			Php13,500.00 net per room or a total of Php1,957,500.00
Period of Engagement: 14-19 October 2025			
I. DETAILED SCOPE OF SERVICES:			
A. Guidelines and Qualifications			
Under the Manila FAME Buyer Program, CITEM shall designate a 5-star luxury hotel as the Manila FAME – October 2025 Edition Official Partner Hotel where nominated Very Important Buyers (VIBs), HOD, VIPs, Guests and Journalists ("Manila FAME Guests") will be lodged.			
Buyer Program - Hotel Incentive Guidelines			
* 145 room nights (maximum) approved Manila FAME Buyers and Guests will be hosted at the Partner Hotel on a first come-first served basis.			
* Each approved Manila FAME Buyer and Guest will be provided one or more complimentary room nights in a deluxe or superior room (or equivalent). The confirmed number of complimentary room nights per buyer will be communicated by the Manila FAME Buyer Marketing Officer and will be accompanied by a Hotel Booking form signed by the Project Director. Additional room nights for guests			
TOTAL AMOUNT IN WORDS:			Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

BUR No. MF-25060864
DATE June 9, 2025
AMOUNT 1,957,500.00

Recommended by:

MARJO F. EVIO
Department Manager III, SBD

CONFORME:

26/6/25
Name & Signature of Contractor/Supplier
Date

Funds Available:
WILMA G. DULAY
OIC-Chief Controllership

Approved by:
ROMLEAH JULIET P. OCAMPO
Executive Director

JOB ORDER

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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) 831-1366, 832-3965 info@citem.com.ph www.citem.com.ph	JO Number: 2025-0278	JO Date 05/27/2025	PAGE 2of5
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CONTRACTOR/SUPPLIER SM PRIME HOLDINGS, INC.
ADDRESS (CONRAD MANILA)
Seaside Blvd. cor. Coral Way, Mall of Asia Complex, Pasay City
MODE OF PROCUREMENT Lease of Real Property or Venue

DELIVERY TERM
PAYMENT TERM 30 days
PLACE OF DELIVERY
DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
and other room charges will be the responsibility of the guest.			
Partner Hotel Requirements			
The Manila FAME Partner Hotel is expected to provide services that exemplify Filipino hospitality, carry an image aligned with the Manila FAME brand, and must qualify with the following requirements:			
1. Accredited as a 5-star luxury hotel by the Department of Tourism (DOT).			
2. The proximity of the hotel to WTC must be within ASEANA City and 3.0 km radius for easier and more efficient transport to and from the event venue.			
3. Must have at least 200 guest rooms (a cumulative total of different types of rooms) for an average of 2-3 room nights per room.			
4. Room rates do not exceed Thirteen Thousand Five Hundred Pesos (PHP13,500.00), inclusive of taxes per room, for a Deluxe/ Superior room (or its equivalent) and breakfast.			
5. Must be capable of serving Halal and vegetarian food for guests.			
6. Compliant with CITEM-BAC Eligibility Requirements.			
7. Should provide preferential rates to other guests and visitors of Manila FAME			
8. Should provide a wide range of professional services that include, but not limited to the following:			
TOTAL AMOUNT IN WORDS:			Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

CONFORME:

26/6/25

Name & Signature of Contractor/Supplier
Date

BUR No. MF-25060864
DATE June 9, 2025
AMOUNT ₱1,957,500.00

Funds Available:
WILMA G. DULAY
OIC-Chief Controllership

Recommended by:
MARJO F. EVIO
Department Manager III, SBD

Approved by:
ROMLEAH JULIET P. OCAMPO
Executive Director

JOB ORDER

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CONTRACTOR/SUPPLIER SM PRIME HOLDINGS, INC.
ADDRESS (CONRAD MANILA)
Seaside Blvd. cor. Coral Way, Mall of Asia Complex, Pasay City
MODE OF PROCUREMENT Lease of Real Property or Venue

DELIVERY TERM
PAYMENT TERM 30 days
PLACE OF DELIVERY
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
a. Complimentary airport – hotel – airport transfers			
b. Complimentary hotel – WTC – hotel shuttle (16-18 October 2025 shuttle schedule to be advised by CITEM)			
c. Daily breakfast buffet			
d. Welcome fruits and/or drinks			
e. Two (2) bottles of mineral water (replenished daily)			
f. Coffee and tea-making facilities			
g. Safety deposit box			
h. Daily newspaper			
i. Wi-Fi internet access			
j. International direct dialing facilities			
k. Complimentary use of exercise room, spa, swimming pool and jacuzzi			
B. Undertakings with the Official Partner Hotel			
Aside from meeting the mandatory requirements, Partner Hotel must be able to provide the following special conditions as well, specifically for Manila FAME			
1. Provide a special check-in counter or room for the Manila FAME Guests on 15-16 October 2025.			
2. Facilitate Manila FAME buyer survey for the hosted guests a requirement upon			

TOTAL AMOUNT IN WORDS: Php —

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

CONFORME:

26/6/25.
Name & Signature of Contractor/Supplier
Date

BUR No. MF-25060864
DATE June 9, 2025
AMOUNT 91,957,500.00

Funds Available:
WILMA G. DULAY
OIC-Chief Controllership

Recommended by:
MARJO F. EVIO
Department Manager III, SBD

Approved by:
ROMLEAH JULIET P. OCAMPO
Executive Director

JOB ORDER

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Seaside Blvd. cor. Coral Way, Mall of Asia Complex, Pasay City
MODE OF PROCUREMENT Lease of Real Property or Venue

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT

checkout.

3. Allow placement of the following Manila FAME promotional collaterals/signages:

PROMOTIONAL COLLATERAL	QTY	AREA TO BE DISPLAYED	DURATION
Manila FAME Printed Standee/ Wall Backdrop	1	Hotel Lobby/Corridor	01-18 October
Manila FAME Countertop	1	Manila FAME Check-in Counter	15 - 18 October
Manila FAME Sticker (front and side)	2	Hotel-WTC-Hotel Shuttle	16-18 October
Hotel-WTC-Hotel Placard	2	Hotel-WTC-Hotel Shuttle (to be held by the chauffeur)	16-18 October
Hotel-WTC-Hotel Shuttle Schedule Countertop	1	Hotel Lobby	16-18 October
Manila FAME Audio Visual Presentation (AVP)	1	TV Screens at the Hotel Lobby	01-18 October

4. Assign a promo code which other Manila FAME buyers and guests can use if booking their accommodation directly.

C Others

Upon award, the successful bidder shall be recognized as the Manila FAME 2025 Official Partner Hotel, with placement on the show's website, social media platforms, onsite signage, and other promotional materials.

TOTAL AMOUNT IN WORDS: Php —

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Very truly yours,
ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

BUR No. MF-25060864
DATE June 9, 2025
AMOUNT P1,959,500.00

Recommended by:
MARIO F. EVIO
Department Manager III, CBD

CONFORME:
26/6/25.
Name & Signature of Contractor/Supplier
Date

Funds Available:
WILMA G. DULAY
OIC-Chief Controllership

Approved by:
ROMLEAH JULIET P. OCAMPO
Executive Director

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DELIVERY TERM
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DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
Terms of Payment 1. CITEM shall pay 100 GUARANTEED ROOM NIGHTS AND NOT TO EXCEED 145 ROOM NIGHTS (Deluxe/Superior room category or its equivalent) spread-out during the Manila FAME October 2025 (14-19 October) and not to exceed the amount of Php2,000,000.00. 2. Hotel must submit to CITEM a list of all materialized room nights for bookings made hotel but were given Manila FAME room rates. Risk Protection and Management Inability of the Official Partner Hotel to provide the services/ deliverables shall correspond to deductions from the total amount of payment equivalent to at least 20%. Incidental: If the activity is cancelled due to unforeseen circumstances or force majeure, the contract may be extended until the next edition of the show where the same approved deliverables will be implemented, or the contract shall be paid prorated based on the accomplished deliverables stipulated in terms of payment. Extension of contract shall not incur any additional payment to partner hotel.			

TOTAL AMOUNT IN WORDS: ONE MILLION NINE HUNDRED FIFTY-SEVEN THOUSAND FIVE HUNDRED PESOS Php 1,957,500.00

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Very truly yours,
ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

CONFORME:
Name & Signature of Contractor/Supplier 26/6/25
Date

BUR No. MF-25060854
DATE June 9, 2025
AMOUNT P1,957,500.00

Funds Available:
WILMA G. DULAY
OIC-Chief Controllership

Recommended by:
MARIO F. IEVIO
Department Manager III, SBD

Approved by:
ROMLEAH JULIET P. OCAMPO
Executive Director