

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
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JO Number:	JO Date	PAGE 1
2025-0017-EPA-A	01/07/2025	
PR No.:	PR Date:	
2025-0017-EPA	12/16/2024	

CONTRACTOR/SUPPLIER **JEROME DE LA CRUZ**
 ADDRESS **Eschersheimer Landstrasse 502, 60433 Frankfurt am Main**
 MODE OF PROCUREMENT **Overseas Procurement**

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
HIRING OF STAND ASSISTANT 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 PHP59,428.50
TOTAL AMOUNT IN WORDS: FIFTY NINE THOUSAND FOUR HUNDRED TWENTY-EIGHT PESOS AND 50/100			Php59,428.50

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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:

 Jerone de la Cruz
 Name & Signature of Contractor/Supplier
 Date

BUR No. AMBIENTE - 2501 0087
 DATE Jan 20, 2025
 AMOUNT EUR 1,000.00
 PHP 59,428.50
 Funds available:
 MALERNA C. BUYAO
 Chief Controllorship

Recommended by:

 MARJO F. EVIO
 Department Manager, SBD
 Approved by:

 LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR