

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		JO Number: 2025-0344	JO Date: 05/20/2025	PAGE 1 of 2
		PR No.: 2025-0344	PR Date: 05/15/2025	
CONTRACTOR/SUPPLIER TORRE LORENZO		DELIVERY TERM _____		
ADDRESS DEVELOPMENT CORP.		PAYMENT TERM 30 days		
Malvar cor. Vasquez St., Malate, Manila		PLACE OF DELIVERY _____		
MODE OF PROCUREMENT Small Value Procurement		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	
HOTEL ACCOMMODATION WITH AIRPORT TRANSFER FOR TRADE ASSISTANT (TA) INCENTIVE PROGRAM IN IFEX PHILIPPINES 2025 Inclusive Dates: 21-24 May 2025 Requirements: 1. 3-night Hotel Accommodation for Trade Assistants 2. 10 Standard Rooms (with breakfast; Twin/Double Rooms) General Requirements: 1. Accreditation * Must be DOT accredited hotel 2. Health and Safety Protocols 3. Location and Accessibility * Must be within 5km radius to CITEM. Preferably, but not strictly, within ASEANA CITY * Access to restaurants, shopping, medical and baking facilities * Transport Option: Accessible by public transport and equipped with shuttles to the exhibition venue and the airport			PHP198,000.00	
TOTAL AMOUNT IN WORDS:			Php	
<i>This order is placed subject to the following terms and conditions:</i> 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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, CSD		BUR No. IFEX-25050769 DATE May 26, 2025 AMOUNT ₱198,000.00		Recommended by:  ROWENA D. MENDOZA Department Manager, CBD
CONFORME:  JENALYNE CAPILI Name & Signature of Contractor/Supplier		Funds Available:  WILMA G. BULAY OIC-Chief, Controllership		Approved by:  ROMLEAH JULIET P. OCAMPO Executive Director

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CONTRACTOR/SUPPLIER TORRE LORENZO ADDRESS DEVELOPMENT CORP. Malvar cor. Vasquez St., Malate, Manila MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
4. Capacity and Availability * At least 10 guest rooms * Availability from May 21-24, 2025 5. Facilities and Amenities * High standard rooms with essential amenities * Reliable high-speed internet * Backup power and fire safety systems * Certificate of sanitation and cleanliness 6. Professional Staff and Services * Trained Personnel * 24/7 Security			


TOTAL AMOUNT IN WORDS: ONE HUNDRED NINETY-EIGHT THOUSAND PESOS	Php 198,000.00
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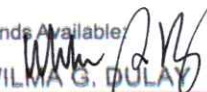
Very truly yours,
 ATTY. ANNA GRACE I. MARPURI
 Department Manager, CSD

BUR No. IFEX-25050769
 DATE May 26, 2025
 AMOUNT ₱ 198,000.00

Recommended by:

 ROWENA D. MENDOZA
 Department Manager, CBD

CONFORME:

JENALYNE CAPILI
 Name & Signature of Contractor/Supplier

Funds Available

WILMA G. DULAY
 OIC-Chief, Controllership

Approved by:

ROMLEAH JULIET P. OCAMPO
 Executive Director

Date