

JOB ORDER

CITEM.STR.FR.006

CITEM 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, 832-3865
 ✉ info@citem.com.ph 🌐 www.citem.com.ph



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


CONTRACTOR/SUPPLIER TIFFANY KNAPP	DELIVERY TERM _____
ADDRESS Gertud-Seinhauser Str. 3 63452 Hanan	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 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 PHP61,067.20
TOTAL AMOUNT IN WORDS: SIXTY ONE THOUSAND SIXTY SEVEN PESOS AND 20/100 PESOS			EUR1,000.00 Php 61,067.20

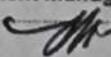
This order is placed subject to the following terms and conditions:

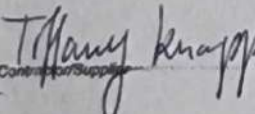
The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or 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.

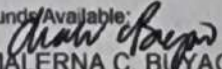
Very truly yours, 
 ATTY. ANNA GRACE I. MARPURID
 Department Manager, Corporate Services Dept.

BUR No. AMBIENTE-25010089
 DATE Jan 20, 2025
 AMOUNT EUR 1,000.00 - or
61,067.20

Recommended by: 
 MARJORIE EVIOLA
 Department Manager, SBD

Approved by: 
 LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR

CONFORME:

 Tiffany Knapp
 Name & Signature of Contractor/Supplier
 05.02.25
 Date

Funds Available:

 MALERNA C. BUYAO
 Chief Controllership