

# JOB ORDER

CITEM.STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> 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: <b>2023-0161</b>	JO Date: <b>10/24/2023</b>	PAGE 1/2
	PR No.: <b>2023-0332-R1</b>	PR Date: <b>10/04/2023</b>	

CONTRACTOR/SUPPLIER <b>J-CONTROLS OUTDOOR LEISURE SERVICES</b> ADDRESS <b>UP Centennial Village, Purok 5, Puypuy Bay, Laguna</b> MODE OF PROCUREMENT <b>Small Value Procurement</b>	DELIVERY TERM ..... PAYMENT TERM ..... PLACE OF DELIVERY ..... DATE OF DELIVERY .....
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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
<b>FACILITATORS FOR THE 2023 CITEM TEAMBUILDING CUM GAD ACTIVITY</b>  <b>SCOPE OF WORK:</b>  1. <b>Submit a comprehensive project proposal with provisional activities/ agenda/teambuilding based on the set objectives.</b> 2. <b>Preparation, administration, and analysis of a pre-assessment tool for executives and employees to identify areas of concern, including a combination of written/online assessment, interviews, and FGDs, among others.</b> 3. <b>Conceptualization, customization and delivery of an intensive and highly interactive teambuilding activity and GAD training focused on the identified training needs.</b> 4. <b>Provision of facilitators and logistics personnel to assist during sessions, ingress, and egress.</b> 5. <b>Provision of event materials, and reproduction of learning manuals (if applicable)</b> 6. <b>Consultation with CITEM management and undertaking other activities necessary in the conduct of teambuilding</b> 7. <b>Preparation of post-program report which shall cover highlights, observations, outcomes, recommendations and photo documentation, to be submitted within 2 weeks after the teambuilding activity.</b> 8. <b>Hold in strict confidence, to not discuss to any other individual or organization, or use for any purpose other than in connection to program implementation, all information disclosed by CITEM management and its participants.</b> 9. <b>Total target participants : 100 - 120 employees.</b>  <b>CITEM will cover the cost for the following items:</b> 1. <b>Room accommodation for a maximum of 4 facilitators/assistants (1 room for 2 nights only)*</b>			<b>Php75,000.00</b>

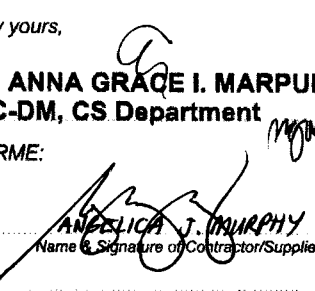
TOTAL AMOUNT IN WORDS: \_\_\_\_\_ Php

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 Job Order upon delivery.

Very truly yours,

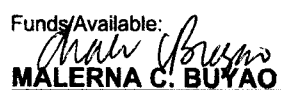
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, CS Department


CONFORME:


  
**ANABELICA J. MURPHY**  
 Name & Signature of Contractor/Supplier

Date \_\_\_\_\_

BUR No. AE-23111311  
 DATE 11/09/2023  
 AMOUNT Php75,000.00

Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:  
  
**FLORENCE PEARL M. BUENSALIDO**  
 Chief, HRMD Division

Approved by:  
  
**MA. LOURDES D. MEDIRAN**  
 Deputy Executive Director

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**CONTRACTOR/SUPPLIER J-CONTROLS OUTDOOR LEISURE SERVICES**

ADDRESS UP Centennial Village, Purok 5, Puypuy Bay, Laguna

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM .....  
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2. Meals for maximum of 4 facilitators/assistants (Day 1 - Lunch, PM Snacks, and Dinner; Day 2 : Vreakfast, AM Snack and Lunch)\*
3. Tokens/Group prizes during teambuilding activities.
4. Transportation, venue and board and lodging of participants. The transportation of the facilitators/assistants should be provided by the vendor.

\* The Service Provider will shoulder the expenses of any additional manpower (on top of 4 pax) and any incidental cost incurred by the facilitators/assistants.

**METHODOLOGY**

The teambuilding cum GAD activity shall make use of fun Structured Learning Experiences (SLEs) that will compel participants to be actively involved in exciting and competitive, yet meaningful activities.

Each activity must be designed and processed in a way that will be translated into actual workplace scenarios and behaviors.

The Contracted Price for the 3-day teambuilding session is Seventy Five Thousand Pesos (Php75,000.00) inclusive of all applicable taxes.

**SCHEDULE OF TEAMBUILDING**

The schedule date is on 15 - 17 November 2023. The GAD session and the Teambuilding proper will happen on Day 1 and Day 2.

TOTAL AMOUNT IN WORDS: **Seventy Five Thousand Pesos**      **Php 75,000.00**

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Very truly yours,

**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, CS Department

CONFORME:

*ANGELICA J. PURPHY*  
 Name & Signature of Contractor/Supplier  
 \_\_\_\_\_  
 Date

BUR No. ADE-23111311

DATE 11/09/2023

AMOUNT Php75,000.00

Funds Available:  
*Malerna C. Buxao*  
**MALERNA C. BUXTAO**  
 Chief, Controllership Division

Recommended by:

*Florence Pearl M. Buensalido*  
**FLORENCE PEARL M. BUENSALIDO**  
 Chief, HRMD Division

Approved by:

*Ma Lourdes D. Mediran*  
**MA. LOURDES D. MEDIRAN**  
 Deputy Executive Director