

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: 2024-0166	JO Date: 05/06/2024	PAGE
	PR No.: 2024-0166	PR Date: 04/11/2024		

CONTRACTOR/SUPPLIER TORRE LORENZO DEVELOPMENT CORPORATION (LYF MALATE MANILA) ADDRESS Torre Lorenzo Malate, Cor. Gen Malvar, Malate, Manila MODE OF PROCUREMENT Lease of Real Property or Venue	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
HOTEL ACCOMMODATION FOR CITEM OFFICIALS AND STAFF DURING IFEX PHILIPPINES 2024 Requirements The Official Hotel Accommodation must provide the following: 1. At least 51 room nights if quadruple sharing or 62 room nights if triple sharing. a. Room nights will be spread-out between 7-12 May 2024, subject to adjustment on a specific date as may be agreed upon. b. Hotels/ Apartment hotels with room types that can accommodate 3-4 pax per room, or a total of 8 pax (with 4 in-rooms in one apartment unit) Attached is the matrix on the no. of rooms and number of nights per room, subject to adjustment. c. A wide range of professional services that include but not limited to the following: 1. Complimentary shuttle service* good for a max of 8-10 pax (Hotel to CITEM) on 8-12 May 2024 based on two morning shifts (7:15 AM and 8:15/8:30 AM) *Specific departure time of the two morning shifts may be subject to change. 2. Complimentary coffee or tea making facilities (to be replenished daily) 3. Toilet Bathrooms preferably with bidet. For rooms that can accommodate more than 4 guests, at least 2 bathrooms per room must be included/available for use. 4. Complimentary bottles (quantity corresponding to the number of guests per room) or a refillable gallon or container of mineral water, to be replenished daily or as needed 5. In-room unlimited wi-fi internet access 6. Complimentary use of safety deposit box 7. Complimentary use of gym or fitness facilities and/or swimming pool	62 room nights	Php4,720.63/ night	Php292,679.06

TOTAL AMOUNT IN WORDS: Two Hundred Ninety Two Thousand Six Hundred Seventy Nine and 06/100 Centavos	Php 292,679.06
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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 L. MARPURI OIC-DM, CS Department CONFORME: Jenalyne T. Capili <i>Name & Signature of Contractor/Supplier</i> May 7, 2024 <i>Date</i>	BUR No. <u>IFEX-24250504</u> DATE <u>May 07, 2024</u> AMOUNT <u>Php292,679.06</u> Funds Available: MALERNA C. BUYAO Chief, Controllership Division	Recommended by: ROWENA D. MENDOZA OIC-DM, OG 2 Approved by: MA. LOURDES D. MEDIRAN Deputy Executive Director
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