


# 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>2020-0034</b>	JO Date: <b>2/26/2020</b>	PAGE 1 of 2
	PR No.: <b>2020-0140</b>	PR Date: <b>1/14/2020</b>	


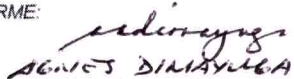
<b>CONTRACTOR/SUPPLIER</b> <b>NEW RIVIERA HOTEL DEV. CORPORATION (Hotel Jen Manila)</b> 5001 Roxas Blvd., Brgy 001, Pasay City Lease of Real Property and Venue MODE OF PROCUREMENT	DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY
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Please 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>LEASE OF VENUE FOR THE CONDUCT OF SEMINAR-WORKSHOP ON ECO-SUSTAINABILITY ON 27 FEBRUARY 2020</b>  Function Requirements: 1. Venue must accommodate 50 participants with roundtable set-up. 2. Complimentary use of sound system, microphone (at least 2), LCD projector widescreen, extension wires. 3. Provision of facilitator and secretariat table. 4. Provision of pads, pencils/pens 5. Complimentary use of flip chart stand and sheets, whiteboard, and markers.  Meal Requirements: 1. Morning and Afternoon Snacks * Plated * Food Choice of sandwich/pasta/pastry Cold beverage (soda or iced tea) * Free-flowing coffee and tea during sessions * Client will choose menu  B.S. HRMD-Training Budget	50 pax	1,300.00	65,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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,  
  
**JAIME ANTONJO S. SANDOVAL**  
 Head, STREDO and Procurement  
 CONFORME:  
  
**GENIES DIMAYUGA**  
 Name & Signature of Contractor/Supplier  
 26 Feb. 2020  
 Date

BUR No. POE-20020201  
 DATE 2/26/2020  
 AMOUNT 65,000  
  
 Funds Available:  
  
**MALERNA C. BUYAO**  
 DC, Controllership Div.

Recommended by:  
  
**FLORENCE PEARL BUENSALIDO**  
 Head, HRMD  
  
 Approved by:  
  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, CSD

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<b>NEW RIVIERA HOTEL DEV. CORPORATION (Hotel Jen Manila)</b>	
CONTRACTOR/SUPPLIER 3001 Roxas Blvd., Brgy 001, Pasay City Lease of Real Property and Venue MODE OF 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
<b>LEASE OF VENUE FOR THE CONDUCT OF SEMINAR-WORKSHOP ON ECO-SUSTAINABILITY ON 27 FEBRUARY 2020</b>			
2. Lunch * Managed Buffet * Food (three-course meal) Appetizer Main Course: Rice Beef/chicken/pork Fish/seafood-except cream dory Vegetable Dessert Cold Beverage (soda or iced tea) * Client will choose menu  Send bill arrangement Quoted amount should be VAT and service charge inclusive          B.S. HRMD-Training Budget			

TOTAL AMOUNT IN WORDS:	<b>SIXTY FIVE THOUSAND PESOS</b>	Php	<b>65,000.00</b>
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Very truly yours,

  
**JAIME ANTONIO S. SANDOVAL**

Head, STREDO and Procurement

CONFORME:

  
**AGNES DILANALEA**  
 Name & Signature of Contractor/Supplier

26 Feb. 2020

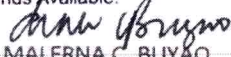
Date

BUR No. AJE-2020291

DATE 2/26/2020

AMOUNT P 65,000.00

Funds Available:

  
**MALERNA C. BUYAO**

DC, Controllership Div.

Recommended by:

  
**FLORENCE PEARL BUENSALIDO**

Head, HRMD

Approved by:

  
**ATTY. ANNA GRACE I. MARPURI**

OIC-DM, CSD