



US 200100

19 February 2020

**ANNE MARIE ROORDA**  
Project Manager  
EQUIPOSE  
Beurs van Berlage, Damrak 349  
1012 ZJ, Amsterdam, Netherlands

Dear Ms Roorda:

The Center for International Trade Expositions and Missions (CITEM) is organizing the Philippine participation in CHOCOA 2020 on 19-23 February 2020 in Beurs van Berlage, Amsterdam, Netherlands.

As part of the booth enhancements of the Philippine pavilion in CHOCOA on 20-23 February 2020, CITEM orders the necessary amenities and audio-visual equipment. Below are the proposed commitments:

**EQUIPOSE shall:**

Provide the four (4) day rental of the following booth amenities and AV Equipment:

- a. Eleven (11) electrical outlets with connection and supply
- b. Fourteen (14) high stools
- c. One (1) hot chocolate dispenser
- d. One (1) 55-inch TV with stand

**CITEM shall:**

Remit the total amount of EUR 2,761.22 as payment for the Booth Amenities and AV Equipment Rental. (Refer to the attached invoices for the amount)

Should the above undertaking acceptable, kindly affix your signature on the space provided below. For questions and concerns, you may contact our Anuga project officer, Ms Alex Lucas. She may be reach through telephone number +632 8 831.2201 loc 326 or email address [alucas@citem.com.ph](mailto:alucas@citem.com.ph).

Thank you.

Sincerely,

  
PAULINA SUACO-JUAN  
Executive Director

Conforme:

  
ANNE MARIE ROORDA  
Project Manger

Signed in the presence of:

*Malerna C. Buyao*  
**MALERNA C. BUYAO**  
Chief, Controllership Division

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
CITY OF **PASAY** )S.S

**MAR 02 2020**

BEFORE ME, a Notary Public for and in the City of **PASAY**, on this \_\_\_\_\_ day of \_\_\_\_\_ personally appeared the following:

Name	Competent Evidence of Identity	Issued at/on
PAULINA SUACO-JUAN	_____	_____

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the entities they represent.

This instrument, which refers to a Contract of Services consisting of two (2) pages including this page whereon this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page.

**WITNESS MY HAND AND SEAL** on the place and date first-written above.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2020 \_\_\_\_\_

**NOTARY PUBLIC**  
*Henry D. Adasa*  
**ATTY. HENRY D. ADASA**  
NOTARY PUBLIC, UNTIL DEC. 31, 2020  
NOTARIAL COMMISSION # 2020-167 MIA  
JBP NO. 2020-167 MIA  
MANILA