

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: 2024-0117	JO Date: 04/17/2024	PAGE 1/5
PR No.: 2024-0117	PR Date: 03/11/2024	

CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTIONS INC.

ADDRESS **17 Jakarta St., BF Homes Paranaque City**

MODE OF PROCUREMENT **Small Value 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
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HIRING OF PRODUCTION OUTFIT FOR PRESS CONFERENCE OF IFEX PHILIPPINES 2024

Php265,000.00

I. EVENT DETAILS

Event Date: 26 April 2024, 05:00PM-09:00PM

Ingress: 26 April 2024, 08:00AM-03:00PM

Egress: 26 April 2024, 09:00PM-11:00PM

Venue: To be advised (Preferably within 3.5km radius from CITEM)

II. EVENT REQUIREMENTS

SPECIFICS	NO. OF UNITS	DESCRIPTION
EQUIPMENT RENTAL		
LED Wall	1 lot	9 feet x 12 feet with system
Lighting Provision	1 lot	Lighting provision applicable for a press conference and awarding ceremony
Professional Sound System	1 lot	(1 lot) Sound System Specific requirements – must include: (4 units) Wireless microphones
Camera Set-up	3 units (1 static, 2 roving)	Live streaming and recording
MANPOWER		
Host / Masters of Ceremony	1 pax	Shall be in-charge of welcoming guests, introducing speakers, and providing needed fillers during the event. Must meet with the CITEM project officer at least three or four days prior the show to familiarize themselves with the program and to rehearse the scripts. Contracted according to the submitted final program by CITEM. (List of Host must be submitted by the contractor and approved by CITEM.
Director	1 pax	In charge of event direction and specifics during the live events according to the agreed program with CITEM. Must ensure the smoothness of the transition of segments according to the program.

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

BUR No. **IP-CORPAM 24046422**

Recommended by:

ATTY. ANNA GRACE I. MARPURI

DATE **April 23, 2024**

NORMAN D. BAGULBAGUL

OIC-DM, CS Department

AMOUNT **Php265,000.00**

OIC-DM, CSSD

CONFORME:

Approved by:

JOSEPH LAURENT G. ALCASABAS

Funds Available:

MA. LOURDES D. MEDIRAN

Name & Signature of Contractor/Supplier

MALERNA C. BUYAO

Deputy Executive Director

APRIL 23, 2024

Date

Chief, Controllership Division

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III. INDICATIVE PROGRAM

TIME	SPECIFICS
05:00PM – 05:30PM	Welcoming of Guests Guests register and put on their name tag and an empty loot bag. They are also requested to drop their business cards in a bowl. They are given a BINGO card and are instructed to go around the exhibition area to engage with all exhibitors and know about their product entries. Their card will be marked after each visit to an exhibitor, and they will get their token from the exhibitor. The buffet table will also be opened for guests.

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

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

CONFORME:

JOSEPH LAURENT G. ALCASABAS
 Name & Signature of Contractor/Supplier
 April 23, 2024
 Date

BUR No. IP-CORP COM-24040422
 DATE APRIL 23, 2024
 AMOUNT **Php265,000.00**

Fund Available:
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

NORMAN D. BAGULBAGUL
 OIC-DM, ECSD

Approved by:

MA. LOURDES B. MEDIRAN
 Deputy Executive Director

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TIME	SPECIFICS
05:30PM – 06:30 PM	<p>Exhibitor BINGO The Bingo activity will go for one hour. Afterwards, the voiceover talent will announce that the program will start and that the quests need to be seated.</p> <p>VIPs will be escorted from the holding room to the venue after the 1-hour BINGO activity.</p> <p>Voiceover talent introduces the program host,</p>
06:30PM – 06:35PM	<p>Opening Spiel by Program Host Host briefly talks about the press presentation and a rundown of the segments. Host introduces Rowena Mendoza who will give the Welcome Remarks.</p>
06:35PM – 06:40PM	<p>Welcome Remarks Rowena Mendoza delivers speech and then segues to the IFEX Philippines 2024 Explainer Video</p>
06:40PM – 06:45PM	<p>IFEX Philippines 2024 Explainer Video Video is played. Host then talks and segues to short presentation of Clang Garcia regarding her exhibition at IFEX Philippines 2024 and book.</p>
06:45PM – 07:00PM	<p>Presentation of 2024 Katha Finalists Host briefly talks about this year's screening process and the categories before proceeding with the announcement of finalists.</p> <p>Host will call/introduce first the people who will be awarding the plaques to the finalists. Calls on MDM.</p> <p>Host then calls the finalists one by one, with MDM handing out the plaques. Photo op for each finalist. 5-sec videos of each finalist will also play on screen when they are called.</p> <p>Each finalist will step off stage after photo-op to give way to the next.</p> <p>After the awarding of plaques, host then drums up excitement as we get close to the announcement of winners and then introduces the montage (A look into the Katha Awards) to be played right after.</p>

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 OIC-DM, CS Department
 CONFORME:

BUR No. IP-CorPlan 24040422
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Recommended by:

NORMAN D. BAGULBAGUL
 OIC-DM, CCSD

JOSEPH LAURENT G. ALCASABAS
 Name & Signature of Contractor/Supplier
 April 23, 2024
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

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TIME	SPECIFICS
07:00PM – 07:05PM	A look into the Katha Awards (VIDEO)
07:05PM – 08:00PM	Dinner
08:00PM – 08:20PM	<p>Announcement of 2024 Katha Winners Host call first MDM who will read the name of the product and exhibitor from the sealed envelope. Host will read each category.</p> <p>Host to also call _____ to be on stage to handout the trophy, to be assisted by Rowena Mendoza.</p> <p>Winner to give a short speech on the inspiration and background on the winning product.</p> <p>Photo-op for each winner. Winner stays on stage until all are complete.</p>
08:20PM – 08:30PM	<p>Photo Opportunity of all 2024 Katha Winners Special Recognition: Excellence in Promotion of Philippine Food and Culture Voiceover talent to call Rowena Mendoza for the award backgrounder and announcement.</p> <p>Rowena Mendoza goes in the middle of the stage and briefly talks about the award.</p> <p>She then calls the awardee (the host) and MDM who will be handling out the plaque.</p> <p>Awardee immediately gives a speech.</p> <p>Voiceover again recognizes the host/awardee then calls on MDM for the Closing Remarks.</p> <p>NOTE: Microphone on stand required.</p>
08:30PM – 08:35PM	<p>Closing Remarks MDM delivers Closing Remarks then segues to special prize announcement.</p> <p>5 winners to go to stage to claim prize.</p>
08:35PM – 08:40PM	<p>Program Closing 1. Host delivers short spiel, invites everyone to visit IFEX Philippines 2. Programs ends.</p>

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 OIC-DM, CS Department

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

April 23, 2024

Date

BUR No. IP-COMP COM 24040422

DATE April 23, 2024

AMOUNT **Php265,000.00**

Recommended by:

NORMAN D. BAGULBAGUL
 OIC-DM, CCSD

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

Funds Available:
MALERNA C. BUYAO
 Chief, Controllership Division

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TERMS AND CONDITIONS:

- The Contracted Price for the project is Php265,000.00 inclusive of applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
- All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event management contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.
- TEN O FIVE shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phrase of the project. CITEM reserves the right to terminate the services of the contractor should any part of the deliverables be unsatisfactory.

TOTAL AMOUNT IN WORDS:	Two Hundred Sixty Five Thousand Pesos	Php 265,000.00
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 OIC-DM, CS Department

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

April 23, 2024

Date

BUR No. IP-COVP COM 24040422

DATE April 23, 2024

AMOUNT Php265,000.00

Funds Available:

MALERNA C. BUYAO

Chief, Controllership Division

Recommended by:

NORMAN D. BAGULBAGUL
 OIC-DM, CCSD

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