

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:

2025-0279

JO Date:

05/08/2025

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PR No.:

2025-0279

PR Date:

04/24/2025

CONTRACTOR/SUPPLIER **TEN O FIVE PRODUCTIONS INC.**

ADDRESS **17 JAKARTA STREET, BF HOMES, PARANAQUE CITY**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

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
HIRING OF PRODUCTION OUTFIT FOR SSX CONFERENCE 2025	1 lot		Php800,000.00
Ingress: May 21, 2025 Event Proper: May 22, 23, 2025 Egress: May 23, 2025 Location: Philippine Trade Training Center, Lobby and Synergy Room			
I. DETAILED SCOPE OF WORK A. Supply of Technical Requirements a.1 Lighting System <ul style="list-style-type: none"> Design and provide stage lighting and ambient lighting applicable for the event. Supply intelligent lighting fixtures, including spotlights, moving heads, LED par lights, and wash lights. Ensure lighting is synchronized with event programming, including performances and presentations (if applicable) Provide control consoles and trained operators for real-time lighting adjustments. Implement energy-efficient and safe lighting solutions compliant with venue regulations. a.2 Sound System <ul style="list-style-type: none"> Supply professional-grade microphones (wired, wireless, lapel, headset) for speakers. Install and operate audio mixers, amplifiers, and equalizers to ensure balanced sound output. Provide on-site sound engineers to monitor and adjust audio levels as needed. Minimize audio feedback, echoes, and disturbances during live presentations. 			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager, Corporate Services Dept.

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name Signature of Contractor/Supplier

May 20, 2025

Date

BUR No. **SSX-25050742**

DATE **May 20, 2025**

AMOUNT **₱ 800,000.00**

Funds Available

for **WILMA G. DULAY** **05/20/25**

OIC-Chief Controllorship

Recommended by:

MA. LOURDES D. MEDIRAN

Deputy Executive Director

ROWENA G. MENDOZA

Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO

EXECUTIVE DIRECTOR

JOB ORDER

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 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, 832-3985 ✉ info@citem.com.ph 🌐 www.citem.com.ph		JO Number: 2025-0279	JO Date: 05/08/2025	PAGE 2 of 8
		PR No.: 2025-0279	PR Date: 04/24/2025	
CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTIONS INC.		DELIVERY TERM _____		
ADDRESS 17 JAKARTA STREET, BF HOMES, PARANAQUE CITY		PAYMENT TERM 30 days		
MODE OF PROCUREMENT Small Value Procurement		PLACE OF DELIVERY _____		
		DATE OF DELIVERY _____		
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DESCRIPTION		QTY/UNIT	UNIT PRICE	AMOUNT
<p>b. Project Management and Coordination</p> <ul style="list-style-type: none">Assign a project manager to for coordination meetings, ingress proper and during the event in collaboration with CITEM's project officers.Ensure timely delivery of the requirement based on the indicated schedule of ingress, event proper, and egress. <p>c. Installation and Set-up</p> <ul style="list-style-type: none">Transport materials and components to the event venueAssemble the structural requirements onsite, ensuring stability and proper functionality <p>d. On-Site Support</p> <ul style="list-style-type: none">Provision of sufficient manpower to work solely for this requirement during ingress and egress proper.Provide technical assistance during the event to address any issues promptly.Assign personnel for on-site troubleshooting and support throughout the exhibition. <p>e. Dismantling</p> <ul style="list-style-type: none">Safely dismantle and remove all structural requirements after the event within the given egress period. <p>f. Turn-over of Purchase Items</p> <ul style="list-style-type: none">All above item/s is/are the property of CITEM after the event unless indicated as rental. Items shall be delivered to the CITEM office and shall be received by the General Services Division (GSD) with proper documentary requirements.				
TOTAL AMOUNT IN WORDS:				Php
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CONTRACTOR/SUPPLIER **TEN O FIVE PRODUCTIONS INC.**
ADDRESS **17 JAKARTA STREET, BF HOMES, PARANAQUE CITY**
MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM _____
PAYMENT TERM **30 days**
PLACE OF DELIVERY _____
DATE OF DELIVERY _____

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
II. ROLES AND RESPONSIBILITIES OF THE CONTRACTOR <ul style="list-style-type: none">•Attend coordination meeting and technical rehearsals as required by CITEM.•Supply,deliver,install,dismantle,and haul the technical requirements and provision of manpower for IFEX Philippines 2025.•Provide sufficient manpower and materials for the installation of the requirement.•Complete the scope of work within the ingress proper.			
III. ROLES/RESPONSIBILITIES OF CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS (CITEM) <ul style="list-style-type: none">•CITEM EDD Designer shall be providing the following requirements:<ul style="list-style-type: none">a. Design and Technical Drawings of the stageb. Directional signage requirementsc. Venue Enhancement (if applicable)•CITEM Project officer will be providing the following requirements:<ul style="list-style-type: none">d. Technical Scripte. Final Program Script			
IV. OTHER CONDITIONS <p>First-time contractors will undergo a mandatory plant visit or participate in an online meeting and assessment conducted by a representative from the Exhibition Design Division.</p>			
V. EVENT DETAILS			
DAY 1 - MAY 22, 2025 (THURSDAY) FOOD PHILIPPINES JOURNEY TO CIRCULARITY			
Date/Time	Session Title		
1:00pm - 1:10pm	Welcome Remarks		
1:15pm - 1:25pm	Opening Remarks		
1:30pm - 1:45pm	Keynote Message		
1:50pm - 2:05pm	Keynote Message		

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,
ATTY. ANNA GRACE I. MARPURI
Department Manager, Corporate Services Dept.

BUR No. **SSX-25030742**
DATE **May 20, 2025**
AMOUNT **9,800,000.00**

Recommended by:
MA. LOURDES D. MEDIRAN
Deputy Executive Director
ROWENA G. MENDOZA
Department Manager CBD

CONFORME:
JOSEPH LAURENT G. ALCASABAS
Name & Signature of Contractor/Supplier

Funds Available:
WILMA G. DULAY
OIC-Chief Controllorship

Approved by:
ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR

May 20, 2025
Date

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PAYMENT TERM **30 days**
PLACE OF DELIVERY
DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
2:10pm - 2:55pm	Keynote Presentation Transforming our World: 2030 Agenda for Sustainable Development		
3:00pm - 3:45pm	Panel Session Major Strides: The Philippines' Efforts Toward Food Sustainability		
3:45pm - 04:05pm	Coffee Break		
4:05pm - 5:05pm	Presentation + Panel Session Attaining a Circular Food Economy: Challenges and Opportunities		
5:10pm - 5:30pm	DAY 1 Synthesis - What's next?		
DAY 2 - MAY 23, 2025 (FRIDAY) FUTURE FOOD SYSTEM FOR SUSTAINABLE CONSUMPTION AND PRODUCTION BUSINESS TRACK			
Date/Time	Session Title		
9:00am - 9:15am	Day 1 Recap & Day 2 Overview		
9:20am - 10:20am	Presentation + Panel Session Roles in Circularity: A Guide for Businesses and Consumers		
10:25am - 11:25am	Presentation + Panel Session Sustainability as Foundation: Innovative Strategies for Food Businesses		
11:30am - 1:00pm	LUNCH BREAK / ENTERTAINMENT (Entertainment may be in the form of song/dance. Applicable technical requirements must be provided by the contractor)		
1:00pm - 1:45pm	Panel Session Financing the Future: Enabling Businesses to Reach their Sustainability Goals		
1:50pm - 2:50pm	Presentation + Panel Session Embracing Transformative, Climate-Smart Food System		
2:50pm - 3:05pm	Coffee Break		
3:10pm - 3:55pm	Panel Session Fresh Perspectives on Sustainable Packaging		

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Department Manager, Corporate Services Dept.

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name Signature of Contractor/Supplier

May 20, 2025

Date

BUR No. **85X-25050742**

DATE **May 20, 2025**

AMOUNT **9800,000.00**

Funds Available:

for: **WILMA G. DULAY**
OIC-Chief Controllorship

Recommended by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

ROWENA G. MENDOZA
Department Manager, CBD

Approved by:

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
4:00pm - 4:45pm	Panel Session		
	Standard Setting: Identifying Social Responsibilities in the Food Industry		
4:50pm - 5:50pm	Presentation + Panel Session		
	The Case for a Greener Future		
5:55pm - 6:05pm	DAY 2 (AM) Synthesis - Business Track		
CONSUMER TRACK			
1:00pm - 2:00pm	Presentation + Panel Session		
	Meeting the Standard: Compliance with Environmental Laws and Regulations		
2:05pm - 2:50pm	Panel Session		
	Conscious Consumerism and Sustainable Dieting: Steps Toward Sustainable Living		
2:50pm - 3:05pm	- COFFEE BREAK -		
3:10pm - 3:55pm	Panel Session		
	Transformative Approaches to Food Waste Management		
4:10pm - 4:55pm	Panel Session		
	Taking Action: Social Enterprises on Consumer Education and Engagement		
5:00pm - 5:15pm	DAY 2 (PM) Synthesis - Consumer Track		
6:00pm - 9:00pm	Website Launch and Networking hosted by GIZ		

VI. TECHNICAL REQUIREMENTS

SPECIFICS	NO. OF UNITS	DAYS	DESCRIPTION
TECHNICAL REQUIREMENTS			
Lighting Provision (Lobby Conference)	1 lot	2 days	Lighting provision applicable for the program
Professional Sound System	1 lot	2 days	Specific requirements - must include: (7 units) Wireless microphone (3 units) Lapel microphone (6 units) Comsets

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CONFORME:

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May 20, 2025

BUR NO.

SSX-25050742

DATE

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AMOUNT

₱ 800,000.00

Recommended by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

ROWENA G. MENDOZA
Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR

Funds Available:

FOR: WILMA G. DULAY 05/20/25
OIC-Chief Controllorship

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
Camera Set-up (Main conference)	2 units (1 static, 1 roving)	2 days	Live streaming and recording
Camera Set-up (2 meeting rooms at PTTC)	2 units (1 unit/ meeting room)	1 day	Live streaming and recording
Monitor Screens	4 units	2 days	Monitor Screens that mirror the LED Screen onstage
Inverted U-Trusses	1 unit	2 days	Inverted U-Truss served as entrance arch
MANPOWER			
Host/Masters of Ceremony	1 pax	2 days	Shall be in-charge of welcoming guests, introducing speakers, providing needed fillers during the program, announcing the upcoming events/activities, and moderate the panel session if necessary.
Host/Meeting room moderator	2 pax	1 day	Shall be in-charge of welcoming of guests, introducing speakers, providing needed fillers during the program, and moderate the panel session in the meeting rooms
DJ for entertainment	1 pax	1 day	DJ for after program entertainment. (Must be approved by CITEM)
Production team	3 pax	2 days	Shall be in-charge of the installation and dismantling of the lighting and sound equipment
Audio and Visual Operators	3 pax	2 days	In charge of operating the assigned equipment and ensuring the functionality of the rented equipment Must know how to handle music selection in coordination with the team, and to handle over-all show production and stage direction

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JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

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Date

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DATE **May 20, 2025**

AMOUNT **9,800,000.00**

Funds Available:

for **WILMA G. DULAY** **05/20/25**
OIC-Chief Controllershship

Recommended by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

ROWENA G. MENDOZA
Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
Camerasmen	4 pax	2 days	In charge of operating the camera during the broadcasts or other programming
Camera Switch and monitor	3 pax	2 days	In charge of switching views on monitor/live.
Technical Director	1 pax	2 days	In charge of event direction and specifics during the live events according to the agreed program with the CITEM. Must ensure the smoothness of the transition of segments according to the program
Backend support for online meeting software	3 pax	2 days	In charge of managing the provided online meeting software for the event.
OTHER REQUIREMENTS			
Event script	2-day event script		Must provide a transcript where the dialogue of the hosts and moderators, and one or more presenters and the order in which they will occur is indicated.
Live streaming for Main conference	1 lot	2 days	Production outfit must be able to stream the event on SSX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.
Live streaming for meeting rooms	1 lot	2 days	Production outfit must be able to stream the event on SSX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.

VII. TERMS OF PAYMENT

Full payment of 100% shall be processed after the conclusion of the event and will commence upon the submission of the contractor's service and delivery receipt.

TOTAL AMOUNT IN WORDS:

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ATTY. ANNA GRACE I. MARPURI
Department Manager, Corporate Services Dept.

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

May 20, 2025

Date

BUR No. **SSX-25030742**

DATE **May 20, 2025**

AMOUNT **9800,00.00**

Funds Available:

For **WILMA G. DULAY**

OIC-Chief Controllorship

Recommended by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

ROWENA G. MENDOZA
Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR

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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
VIII. RISK PROTECTION AND MANAGEMENT Deductions shall be implemented under the following conditions: a. A 10% deduction will be applied for the incomplete delivery of the pavilion if deemed unreasonable by the Exhibition Design Division. b. Deductions will be applied for any undelivered items listed in the "Items to Bid" section of this requirement. c. A deduction will be imposed for the late turnover of requirements if deemed unreasonable.			

TOTAL AMOUNT IN WORDS: **EIGHT HUNDRED THOUSAND PESOS**

Php **800,000.00**

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 Purchase Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE I. MARPURI
Department Manager, Corporate Services Dept.

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name, Signature of Contractor/Supplier

May 20, 2025

Date

BUR No. **SSX-25030742**

DATE **May 20, 2025**

AMOUNT **₱ 800,000.00**

Funds Available:

For: **WILMA G. DULAY** **05/20/25**
OIC-Chief Controllorship

Recommended by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

ROXELA G. MENDOZA
Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR