



17 February 2025

MANILA EXPOSITION COMPLEX, INC.
(World Trade Center Metro Manila)
WTCMM Building, Sen. Gil J. Puyat Avenue
cor. Diosdado Macapagal Boulevard,
Pasay City

Attn: **MS. RUTH J. BRUNIO**
AVP Sales & Accounts Development

NOTICE TO PROCEED

The attached Contract having been approved, notice is hereby given to **MANILA EXPOSITION COMPLEX, INC., (World Trade Center Metro Manila)** that work may commence, effective after the receipt of this notice, on the Contract for the **VENUE RENTAL FOR IFEX PHILIPPINES 2025** in the amount of **EIGHTEEN MILLION SIX HUNDRED THIRTY-FIVE THOUSAND FIVE HUNDRED PESOS (PHP18,635,500.00)**.

Thus, you shall be responsible in performing the services under the terms and conditions of the Contract and with the timeline schedule.

Please acknowledge receipt and acceptance of this notice by signing in the space provided below.

Approved by:


ROMLEAH JULIET P. OCAMPO
Executive Director


BLESILA A. LANTAYONA
Undersecretary, DTI
Alternate Chairman, CITEM Board of Governors

I acknowledge receipt of the Notice on: March 17, 2025

Name of Representative of the Bidder: RUTH J. BRUNIO - Assistant Vice President Sales and Accounts Development

Authorized Signature:  _____



WORLD TRADE CENTER® METRO MANILA

Ref. No. MEC0469SM/25-OL
February 18, 2025

0525008 af

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Golden Shell Pavilion, Roxas Blvd. corner Sen Gil Puyat Avenue
Pasay City 1300

ATTENTION: ROMLEAH JULIET PULIDO OCAMPO
Executive Director, CITEM

BLESILA A. LANTAYONA
Undersecretary, DTI
Alternative Chairman, CITEM Board of Governors

Gentlemen:

This refers to the reservation of Center for International Trade Expositions and Missions ("Hirer") with Manila Exposition Complex, Inc. ("MEC") of Halls A, B, C and Tent of the World Trade Center Metro Manila for the IFEX Philippines 2025 on May 19-25, 2025.

We specify below the basic terms and conditions for the said rental in accordance with the schedule you applied for and subject to your acceptance to the rules and regulations set by WTCMM that will ensure an orderly implementation of the event.

A. HIRING PERIOD

Halls A-C

Ingress	:	May 19-21, 2025	8:00AM – 10:00PM, 14 hours daily for 3 days
	:	May 22, 2025	5:00AM – 9:00AM, 4 hours
Event Proper	:	May 22-24, 2025	9:00AM – 7:00PM, 10 hours daily for 3 days
Egress	:	May 24, 2025	7:00PM – 12:00MN, 5 hours
	:	May 25, 2025	12:01AM – 7:00AM, 7 hours

Tent

Ingress	:	May 19-21, 2025	8:00AM – 10:00PM, 14 hours daily for 3 days
	:	May 22, 2025	5:00AM – 9:00AM, 4 hours
Event Proper	:	May 22-24, 2025	9:00AM – 7:00PM, 10 hours daily for 3 days
Egress	:	May 24, 2025	7:00PM – 12:00MN, 5 hours

Outdoor – Installation of temporary Tent by StarXpo

Installation of the Tent	:	May 12-18, 2025	7 days
Ingress	:	May 19-21, 2025	3 days
Event Proper	:	May 22-24, 2025	3 days
Egress	:	May 25-28, 2025	4 days

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Manila Exposition Complex Inc.
A member of the ICCP Group

2/F WTCMM Building Sen. Gil Puyat Avenue corner Diosdado Macapagal Boulevard, Pasay City 1300 Philippines
t (+632) 8982 0000 f (+632) 982 0000 ext. 513 e marketing@wtcmanila.com.ph

B. HIRING CHARGES

Special Package for Halls & Tent	: PhP	13,125,000.00
Outdoor (East Parking)		2,150,000.00
Total Special Package	: PhP	15,275,000.00
Plus: 12%VAT	:	1,833,000.00
TOTAL HIRING CHARGES	: PhP	17,108,000.00
 Security Deposit	 : PhP	 1,527,500.00
TOTAL PAYMENT DUE	: PhP	18,635,500.00

Package Inclusions:

- Use of Halls A, B, C and Tent based on the schedule indicated in the hiring period
- Use of Luna, Hidalgo, Amorsolo & Joya Rooms, and Board Room & Business Center during event days with 'provision to ingress on May 20-21, 2025
- Use of the Luna, Hidalgo and Amorsolo rooms for Exhibitors' Briefing. Schedule to be determined by the Hirer
- 2,400sqm outdoor space beside the existing for installation of temporary tent structure as specified in the hiring period
- Air-conditioning of the Halls during ingress good for 30 hours, schedule to be determined by the Hirer
- Air-conditioning of the halls, lobby and tent 4 hours on the opening day only
- Use of one (1) motorized lift for a maximum of 40 hours. For every succeeding hour, rate of PhP892.50 plus 12% VAT shall apply
- Basic Security and Housekeeping services
- Basic wi-fi connectivity with 1000mbps boost during event proper. Good for limited users only. Additional bandwidth is recommended for special requirements, i.e. live streaming, data uploading, and downloading, etc. Higher bandwidth may be arranged with internet providers at minimal fees. Please note that an access point for internet or wi-fi connectivity at the Tent is not readily available

C. OVERTIME CHARGES

The use of the WTCMM Exhibition Halls, Function Rooms, and Tent shall be confined to the indicated hours above. If extended time is required, the following rental surcharges shall apply:

Exhibition Halls

Ingress/Egress : PhP 9.05/sqm/hour, minimum of 2,766 sqm
Event Proper : PhP 18.10/sqm/hour

Tent

Ingress/Egress : PhP 26,250.00/hour
Event Proper : PhP 52,500.00/hour

Function Rooms

Ingress/Egress : PhP 3,500.00/hour/room
Event Proper : PhP 7,000.00/hour/room

Note: Above rates are subject to 12% VAT



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IMPORTANT:

- This contract shall cover only the specific dates mentioned herein and does not guarantee the same dates and/or period for the succeeding years;
- All advertising materials related to the event, should bear the correct address of the venue, in this case, World Trade Center Metro Manila, Sen. Gil J. Puyat Ave., corner D. Macapagal Boulevard, Pasay City;
- Electricity for all equipment to be brought in and plugged in shall be charged at PhP24.00/kilowatt hour. The Hirer should provide a separate Genset for all the equipment to be brought/plugged in at the Tent. Rate is subject to 12% VAT and may change depending on the prevailing rate;
- All food requirements must be coordinated with MEC for proper handling

D. ACCREDITED CATERERS

MEC has a list of carefully selected professional caterers who are qualified to cater for food and beverage requirements of your event. As soon as you have confirmed your hall reservation, you shall be endorsed to the caterer of your choice for coordination. MEC will hand-hold your arrangements until the finalization stage.

E. FORCE MAJEURE AND COVID HEALTH ISSUES

Neither Party shall be liable to the other Party for any loss or damage in the event that the Facilities are temporarily closed, or the hiring is interrupted or cancelled, due to circumstances beyond its control and occurring without its fault or negligence, including but not limited to, Acts of God, fire, explosion, flood, earthquake, breakdown of machinery, failure of supply of electricity, leakage of water, contamination by nuclear materials, government restrictions, industry-wide strikes or labor disturbances, or other causes beyond the control of such Party.

In the case of Force Majeure, rescheduling may be allowed within the current year. Moreover, all lease payments made will be applied to the same event should the same necessarily be postponed due to Force Majeure and reasons related to the health pandemic. Assignment of new dates will be subject to space availability. This approval does not guarantee lock-in of rates and may be subject to increases in operating costs. The rest of the terms and conditions of the Contract of Hire, signed by the hirer, shall apply accordingly.

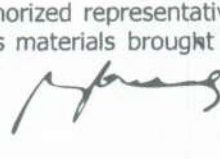
F. SECURITY DEPOSIT

In addition to the Hiring Charge, a Security Deposit is also due upon approval of your duly accomplished Application Form, which is equivalent to 20% of the Hiring Charge excluding 12% VAT. However, as a special concession to CITEM, Security Deposit is approved at 10% of the Total Hiring Charge equivalent to **PhP1,527,500.00**.

The Security Deposit is paid by the Hirer for due and faithful observance of the Terms & Conditions of Hire. This shall be refunded to the Hirer after all outstanding charges and liabilities including liquidated damages and reimbursements of all additional costs and expenses have been settled and a copy of BIR Form 2307 evidencing the payment of the appropriate withholding taxes has been submitted to MEC. Additional orders beyond your paid Security Deposit must be fully paid before delivery.

G. SECURITY AND JANITORIAL SERVICE

Upon turn-over of the hall to the Hirer's authorized representative, the Hirer shall take care of securing the hall and all exhibiton and events materials brought therein for the duration of the



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event. Hirer has the option to bring in their own security service or this may be ordered from MEC'S Security agency at a minimal fee.

MEC shall take care of general cleaning of the hall at all times from ingress, event proper and egress. However, for exhibitions and events with extra-ordinary cleaning requirements, additional janitorial service may be ordered from MEC at a minimal fee.

H. CONCESSIONS

Manpower

- Duty Manager
- Stand-by Technician
- Standard Janitorial Posting
- General Security within the WTCMM premises

Parking

- Availability of parking is on first-come, first-served basis
- Unlimited delivery vehicle passes to be used for loading and unloading of exhibition materials during ingress and egress. The delivery vehicle pass does not serve as a car pass

Facilities

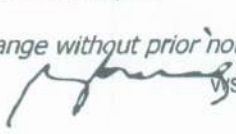
- General overhead lighting from ingress to egress
- Air-conditioning during event proper
- Industrial fans during ingress and egress
- Public address system for in-house announcements
- One (1) unit Lectern
- Maximum of ten (10) stanchions per hall

I. OTHER FACILITIES AND SERVICES AVAILABLE FOR ORDER

The checklist below reflects the items that may be provided at minimal fees:

• Janitorial Service	PhP168.00/hour/person, minimum of 8 hours
• Security Guard	PhP198.00/hour/person, minimum of 8 hours
• Air-conditioning during ingress (Halls A-C)	PhP8,500.00/hour
• Air-conditioning during ingress (Tent)	PhP26,250.00/hour
• WIFI Open Access	PhP8,250.00/day
• Extra Technician to monitor	PhP316.00/person/hour
24-hour electrical load	
• Genie Lift rental	PhP892.50/hour
• Electrical load	PhP24.00/kilowatt-hour
• Special Connection over 60amp	PhP1,320.00/connection
• Water Connection	PhP154.00/cubic meter
• Food fee for outside kiosk	PhP2,000.00/exhibitor/day
• Catering fee for outside caterer	30% of gross sales
• Extra Car Pass	PhP60.00/day
• 24-hr Standby Parking	PhP300.00/unit
• Container Van Detention Permit	PhP700.00/unit for 40-footer PhP400.00/unit for 20-footer PhP300.00/unit for 10-footer
• Extra Garbage Hauling	PhP16,500.00/haul
• STP Fee	PhP1,500.00/day/hall

** Above rates are subject to 12% VAT and may change without prior notice*

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US25008 **J. PAYMENT SCHEDULE**

Particulars	Amount	Due Date
Security Deposit	PhP 1,527,500.00	March 14, 2025
50% Total Hiring Charges	PhP 8,554,000.00	March 14, 2025
50% Total Hiring Charges	PhP 8,554,000.00	April 17, 2025

- Notes: 1) Full payment of the Security Deposit and Total Hiring Charges is required before commencement of the hiring period
 2) Check shall be made payable to Manila Exposition Complex, Inc.

Payments may also be made through bank transfer with details below:

Account Name: Manila Exposition Complex, Inc.

Address: 17th Floor Robinsons Summit Center 6783 Ayala Avenue, Makati

Bank Name: Metropolitan Bank and Trust Company

Bank Address: G/F PS Bank Center, 777 Paseo De Roxas, Makati City

Account Number: 292-3-292-801450

Swift Code: MBTCPHMM

Please make all checks payable to Manila Exposition Complex, Inc.

K. CANCELLATION CHARGES

In the event the Hirer cancels the hiring for whatever reason after confirmation of this Agreement, the Hirer shall pay MEC liquidated damages equivalent to:

- Fifty percent (50%) of the Hiring Charge – if cancellation is made three (3) months or more before the commencement of the Hiring Period;
- Seventy percent (70%) of the Hiring Charge – if cancellation is made one (1) month or more but less than three (3) months before the commencement of the Hiring Period;
- One hundred percent (100%) of the Hiring Charge – if cancellation is made less than one (1) month before the commencement of the Hiring Period.

L. OCCUPATION FEE

An occupation fee of PhP 33.14/square meter per hour or fraction thereof will be imposed should there be a failure to complete the dismantling and removal at the end of the Hiring Period (in accordance with Section 7.7 of the Terms & Conditions of Hire).

M. APPROVAL AND CONFIRMATION OF RESERVATION

In order for us to confirm your reservation, kindly sign on the space provided below and return to us the same on or before March 7, 2025 and compliance on the payment terms specified in item J.

This serves as approval of your reservation, subject to your conformity hereto and your compliance with the aforementioned payment schedule. Our Agreement for Hire consists of a signed copy of this letter, a duly accomplished and accepted Application for Rental of Exhibition Facilities with the duly signed Terms & Conditions of Hire together with a Corporate Secretary's Certificate or Board Resolution authorizing your representatives to sign in behalf of Center for International Trade Expositions and Missions and other amendments thereto in writing accepted by the parties concerned.



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N. RELEASE OF RESERVATION

Should we fail to duly acknowledge receipt of the signed contract by **March 7, 2025**, as stated in Item M of this contract, the reservation, as stated in Item A, will be automatically released and the package stated in Item B, will no longer apply.

Thank you and we are looking forward to the successful staging IFEX Philippines 2025 at the World Trade Center Metro Manila.

Very truly yours,

 2/18/2025
RUTH J. BRUNIO
Assistant Vice President, Sales and
Accounts Development

 2/18/2025
LOUELLA D. CARIDAD
Senior Vice President and
Chief Operating Officer

Conforme:

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSION


ROMLEAH JULIET PULIDO OCAMPO
Executive Director, CITEM


BLESILA A. LANTAYONA
Undersecretary, DTI
Alternative Chairman, CITEM
Board of Governors

DATE _____

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
City of PASAY) S.S.

19 MAR 2025

BEFORE ME, a Notary Public for and in the City of Pasay on this _____ day of March 2025, personally appeared the following:

Name	Competent Evidence of Identity	Issued on/at
USEC. BLESILA A. LANTAYONA	_____	_____
ROMLEAH JULIET PULIDO OCAMPO	_____	_____
LOUELLA D. CARIDAD	_____	_____
RUTH J. BRUNIO	_____	_____

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, consisting of seven (7) pages including this page whereon this acknowledgement 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.


ATTY. MA. CLEOFE L. JAIME
NOTARY PUBLIC

UNTIL DECEMBER 31, 2025

ATTORNEY'S ROLL NO. 27802

IBP OR No. 414661/JAN. 10, 2024

PTR NO PC 8835996 /Jan. 02, 2025/PASAY CITY

Commission No. 24-22 (EXPIRED DECEMBER 31, 2025)

MCLE No. VII-0016402 Issued on - May 20, 2022

VALID UNTIL 14, APRIL 2025

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