

# 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: <div style="border: 1px solid black; padding: 2px; text-align: center;">2025-0219</div>	JO Date: <div style="border: 1px solid black; padding: 2px; text-align: center;">04/08/2025</div>	PAGE <div style="border: 1px solid black; padding: 2px; text-align: center;">1 of 7</div>
		PR No.: <div style="border: 1px solid black; padding: 2px; text-align: center;">2025-0219</div>	PR Date: <div style="border: 1px solid black; padding: 2px; text-align: center;">03/27/2025</div>	

  

CONTRACTOR/SUPPLIER <b>TEN O FIVE PRODUCTIONS, INC.</b> ADDRESS <b>17 Jakarta St., BF Homes, Paranaque City</b> MODE OF PROCUREMENT <b>Small Value Procurement</b>	DELIVERY TERM _____ PAYMENT TERM <b>30 days</b> 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>FABRICATION, DELIVERY, MOBILIZATION, INSTALLATION AND DISMANTLING OF SSX CONFERENCE ENHANCEMENTS (PTTC) FOR IFEX PHILIPPINES 2025</b>  Period of Engagement: Ingress: 18-21 May 2025 Event Proper: 22-23 May 2025 Egress : 23 May 2025 Location: Philippine Trade Training Center (PTTC)			<b>PHP550,000.00</b>

**I. DETAILED SCOPE OF WORK:**

a. Fabrication and Construction

- \* Produce and Install high-quality graphics, signage, and branding elements for this requirement, if applicable.
- \* Contractor shall provide color proofing of all signage requirements and must be aligned with the provided color proofing of CITEM EDD.

b. Project Management and Coordination

- \* Assign a project manager to oversee design, fabrication, logistics and coordination with event organizers.
- \* Ensure timely delivery of the requirement based on the indicated schedule of

TOTAL AMOUNT IN WORDS:	Php
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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,  <b>ATTY. ANNA GRACE I. MARPURI</b> Department Manager III, CSD	BUR No. <u>1PBX-25040615</u> DATE <u>April 25, 2025</u> AMOUNT <u>9550,000.00</u>	Recommended by:  <b>ROWENA G. MENDOZA</b> Department Manager III, CSD
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CONFORME:  <b>JOSEPH LAURENT G. ALCASABAS</b> <small>Name &amp; Signature of Contractor/Supplier</small> April 30, 2025 <small>Date</small>	Funds Available:  <b>WILMA G. DULAY</b> OIC-Chief Controllershship	Approved by:  <b>ROMLEAH JULIET P. OCAMPO</b> Executive Director
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JO Date:  
**04/08/2025**

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PR No.:  
**2025-0219**

PR Date:  
**03/27/2025**

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 **30 days**

PLACE OF DELIVERY \_\_\_\_\_

DATE OF DELIVERY \_\_\_\_\_

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>ingress, event proper, and egress.</p> <p>c. Installation and Set-up</p> <p>* Transport materials and components to the event venue</p> <p>* Assemble the structural requirements onsite, ensuring stability and proper functionality.</p> <p>d. Electrical and Lighting Installation</p> <p>* Provide appropriate electrical wiring, power connections, and lighting fixtures based on the electrical plan discussed by the designer.</p> <p>e. Graphics and Signage Production</p> <p>* Produce and install high-quality graphics, signage and branding elements for this requirement, if applicable.</p> <p>f. Furniture and Fixtures</p> <p>* Supply furniture, display stands, shelving and other fixtures as indicated in the specifications of this requirement, if applicable.</p> <p>g. On-Site Support</p> <p>* Provision of sufficient manpower to work solely for this requirement during ingress and egress proper.</p> <p>* Provide technical assistance during the event to address any issues promptly.</p>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

BUR No. **IFEX-25040615**

DATE **April 23, 2025**

AMOUNT **₱550,000.00**

Recommended by:

**ROWENA G. MENDOZA**

Department Manager III, CBD

CONFORME:

**JOSEPH LAURENT G. ALCASABAS**

Name & Signature of Contractor/Supplier

**April 30, 2025**

Date

Funds Available:

**WILMA G. DULAY**

OIC-Chief Controllorship

Approved by:

**ROMLEAH JULIET P. OCAMPO**

Executive Director



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PR No.:  
**2025-0219**

PR Date:  
**03/27/2025**

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 **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
<p>* Assign personnel for on-site troubleshooting and support throughout the exhibition.</p> <p>h. Dismantling</p> <p>* Safely dismantle and remove all structural requirements after the event within the given egress period.</p> <p>i. Turn-over of Purchased Items</p> <p>* All above item/s is/are 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.</p> <p>II. ROLES AND RESPONSIBILITIES OF THE CONTRACTOR</p> <p>* Supply, deliver, install, dismantle, purchase, turn-over and haul the design of the pavilion according to the technical drawings provided by the designer. Suppliers may suggest a more efficient assembly or construction but must be implemented with the approval of CITEM EDD Designer.</p> <p>* If necessary, the contractor shall provide proofs and swatches prior to final fabrication for approval.</p> <p>* Provide sufficient manpower and materials for the installation of the requirement.</p>			

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Very truly yours,

**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

BUR No. **IFEX-25040615**

DATE **April 25, 2025**

AMOUNT **₱550,000.00**

Recommended by:

**ROWENA G. MENDOZA**  
Department Manager III, CBD

CONFORME:

**JOSEPH LAURENT G. ALCASABAS**

Name & Signature of Contractor/Supplier

**April 30, 2025**

Date

Funds Available:

**WILMA G. DULAY**

OIC-Chief Controllorship

Approved by:

**ROMLEAH JULIET P. OCAMPO**

Executive Director



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04/08/2025

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PR No.:  
2025-0219

PR Date:  
03/27/2025

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 30 days

PLACE OF DELIVERY \_\_\_\_\_

DATE OF DELIVERY \_\_\_\_\_

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>* Complete the scope of work within the ingress proper.</p> <p>* Updated EDD on work status/progress of fabrication.</p> <p>III. ROLES AND RESPONSIBILITIES OF CITEM</p> <p>* CITEM EDD Designers will be providing the following requirements for a smooth delivery of this contract:</p> <p>a. Complete Technical Drawings</p> <p>b. 3D renditions</p> <p>c. Checklist of requirements with specifications</p> <p>* CITEM EDD Designer will be closely monitoring all necessary requirements such as but not limited to:</p> <p>a. Approval of swatches</p> <p>b. Monitoring of color proofing</p> <p>IV. OTHER CONDITIONS</p> <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>			

TOTAL AMOUNT IN WORDS:

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI  
Department Manager III, CSD

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

April 30, 2025

Date

BUR No. IFEX-25040615

DATE April 25, 2025

AMOUNT P 550,000.00

Funds Available:

WILMA G. DULAY

OIC-Chief Controllershship

Recommended by:

ROWENA G. MENDOZA

Department Manager III, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director



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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 **30 days**  
PLACE OF DELIVERY \_\_\_\_\_  
DATE OF DELIVERY \_\_\_\_\_

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DESCRIPTION		QTY/UNIT	UNIT PRICE	AMOUNT
<b>V. ITEMS TO BID</b>				
ITEM	PARTICULARS	QTY	UNIT	
<b>I.</b>	<b>MOBILIZATION COST</b>	<b>1</b>	<b>LOT</b>	
a.	Fabrication, Hauling, Installation, Delivery			
<b>II.</b>	<b>INSTAGRAMMABLE AREA (RENTAL)</b>			
a.	3.00m x 3.00m x 2.40mH L Wall Structure with Wooden Full Framing (2"x2" Kiln Dried)	1	LOT	
b.	0.60m x 0.60m x 1.00mH Free Standing A Structure with Wooden Full Framing (2"x2" Kiln Dried)	1	UNIT	
c.	0.80m x 0.80m x 1.20mH Free Standing B Structure with Wooden Full Framing (2"x2" Kiln Dried)	2	UNITS	
d.	0.70m x 0.70m x 1.50mH Free Standing C Structure with Wooden Full Framing (2"x2" Kiln Dried)	2	UNITS	
e.	1.00m x 0.40m x 1.70mH Free Standing D Structure with Wooden Full Framing (2"x2" Kiln Dried)	2	UNITS	
f.	0.50m x 0.50m x 0.50mH Corrugated Boxes	7	UNITS	
<b>III.</b>	<b>REGISTRATION COUNTER (RENTAL)</b>	<b>1</b>	<b>LOT</b>	
a.	3.00m x 1.00mH Registration Counter, (2"x2" Kiln Dried Framing, 1/2" & 3/4" Plywood) with Wooden Countertop			
<b>IV.</b>	<b>INFO WALL STRUCTURE (RENTAL)</b>	<b>1</b>	<b>LOT</b>	
a.	8.00m x 0.50m x 3.00mH Info Wall Structure with Wooden Full Framing (2"x2" Kiln Dried)			
<b>V.</b>	<b>MATERIALS (PURCHASE)</b>			
a.	Kraft Brown Paper Roll (0.90m x 40m)	8	UNITS	
b.	Linen Fabric- 1.00m x 60yards (Color to be approved by EDD)	60	YARDS	

TOTAL AMOUNT IN WORDS:

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Very truly yours,  
**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

BUR No. **IFEX-25040615**  
DATE **April 25, 2025**  
AMOUNT **7550,000.00**

Recommended by:  
**ROWENA G. MENDOZA**  
Department Manager III, CBD

CONFORME:  
**JOSEPH LAURENT G. ALCASABAS**  
Name & Signature of Contractor/Supplier  
April 30, 2025  
Date

Funds Available:  
**WILMA G. DULAY**  
OIC-Chief Controllershship

Approved by:  
**ROMLEAH JULIET P. OCAMPO**  
Executive Director



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PR Date:  
**03/27/2025**

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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 **30 days**  
PLACE OF DELIVERY \_\_\_\_\_  
DATE OF DELIVERY \_\_\_\_\_

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DESCRIPTION		QTY/UNIT	UNIT PRICE	AMOUNT
ITEM	PARTICULARS	QTY	UNIT	
<b>VI.</b>	<b>LONG WALL STRUCTURE (RENTAL)</b>	<b>1</b>	<b>LOT</b>	
a.	24.00m x 0.50m x 2.40mH Long Wall Structure with Wooden Full Framing (2"x2" Kiln Dried)			
<b>VII.</b>	<b>STAGE AREA (RENTAL)</b>			
a.	1.80m x 0.50m x 4.00mH Wall A Painted Structure with Wooden Full Framing (2"x2" Kiln Dried), 1/2" Plywood) Approved Paint Finish	<b>1</b>	<b>LOT</b>	
b.	1.50m x 0.50m x 4.00mH Wall B Painted Structure with Wooden Full Framing (2"x2" Kiln Dried), 1/2" Plywood) Approved Paint Finish	<b>1</b>	<b>LOT</b>	
c.	3.00m x 4.00m x 3.70mH Mini Lounge L Wall Structure with Wooden Full Framing (2"x2" Kiln Dried)	<b>1</b>	<b>LOT</b>	
<b>VIII.</b>	<b>STAGE AREA (RENTAL)</b>			
a.	Tarpaulin Graphics with Print	<b>180</b>	<b>SQM</b>	
b.	Printable Sticker Cut-Outs	<b>35</b>	<b>SQM</b>	
c.	Printable Sticker on Sintraboard	<b>15</b>	<b>SQM</b>	
<b>IX.</b>	<b>CUSTOM PALETTES (RENTAL)</b>	<b>1</b>	<b>LOT</b>	
a.	Customized Palettes 2"x2" Tubular Steel Framing, 1/2" Plywood			
<b>X.</b>	<b>CARPET (RENTAL)</b>	<b>55</b>	<b>SQM</b>	
a.	Needle Punch Carpet (Color to be approved by EDD)			
<b>XI.</b>	<b>LIGHTS (RENTAL)</b>	<b>20</b>	<b>UNITS</b>	
a.	30Watts Warm White LED Spotlight (Black Casing)			

TOTAL AMOUNT IN WORDS:

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI  
Department Manager III, CSD

CONFORME:

**JOSEPH LAURENT G. ALCASABAS**

Name & Signature of Contractor/Supplier

April 30, 2025

Date

BUR No. **IFEX-25040615**

DATE **April 25, 2025**

AMOUNT **9550,000.00**

Funds Available:

**WILMA G. DULAY**

OIC-Chief Controllershship

Recommended by:

**ROWENA G. MENDOZA**

Department Manager III, CBD

Approved by:

**ROMLEAH JULIET P. OCAMPO**

Executive Director



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**03/27/2025**

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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 **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
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ITEM	PARTICULARS	QTY	UNIT
<b>XII.</b>	<b>CONVENIENCE OUTLETS (RENTAL)</b>	<b>5</b>	<b>UNITS</b>
a.	3 Gang Convenience Outlet		
<b>XIII.</b>	<b>WIRINGS &amp; CONDUITS</b>	<b>1</b>	<b>LOT</b>

## V. 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 invoice and delivery receipt.

## VI. RISK PROTECTION AND MANAGEMENT

Deductions shall be implemented under the following conditions:

- A 10% deduction will be applied for the incomplete delivery of the pavilion if deemed unreasonable by the Exhibition Design Division.
- Deductions will be applied for any undelivered items listed in the "Items to Bid" section of this requirement.
- A deduction will be imposed for the late turnover of requirements if deemed unreasonable.

TOTAL AMOUNT IN WORDS: **FIVE HUNDRED FIFTY THOUSAND PESOS**

Php **550,000.00**

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Very truly yours,

**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

CONFORME:

**JOSEPH LAURENT G. ALCASABAS**

Name & Signature of Contractor/Supplier

April 30, 2025

Date

BUR No. **1FEX-25040615**

DATE **April 25, 2025**

AMOUNT **₱ 550,000.00**

Funds Available:

**WILMA G. DULAY**

OIC-Chief Controllorship

Recommended by:

**ROWENA G. MENDOZA**

Department Manager III, CBD

Approved by:

**ROMLEAH JULIET P. OCAMPO**

Executive Director