

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gl.J. Puyet Avenue
1300 Passay City, Metro Manila, Philippines
(6,032) 831-4201 to 09 est. 218 (5,032) 831-1368, 832-3965
831 Info@cetern.com.ph. & www.citern.com.ph



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10f6	04/08/2025	2025-0222	
	03/27/2025	PR No.: 2025-0222	

	St. 13		03/27/2025
CONTRACTOR/SUPPLIER MSD GODSPEED EXHIBITS, CORP. 324 Navy Road Veterans Village,	DELIVER	30 days	5
Holy Spirit District 2, Quezon City	PLACE O	F DELIVERY	
MODE OF PROCUREMENT Small Value Procurement	DATE OF	DELIVERY	
Please provide/furnish this office the requirements listed below subject to the terms and conditional Trade Expositions and Missions (CITEM).	l litions containe	d herein. Address off con	The state of the s
DESCRIPTION	QTY/UI	NIT UNIT PRI	
FABRICATION, HAULING, MOBILIZATION, INSTALLATION,			PHP839,281.00
AND DISMANTLING OF GMART AND BUYER'S LOUNGE		•	
FOR IFEX PHILIPPINES 2025			
Period of Engagement:	77.5	į	
Ingress: 19-21 May 2025	i	•	
Event Proper: 22-24 May 2025		i	
Egress : 24 May 2025		1	
Location: WORLD TRADE CENTER, METRO MANILA, PHILIPPINES			
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
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 a inspection by CITEM-Management inspection Team end/or the Commission on Audit. Rejected delivery subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY after shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the afternancy of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and its Very truty yours. ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD CONFORME: UD CANDO Funits Available: WIEMA G. DULL OIC-Chief Control	eries are to be woof DELAY. In case of	inderson and/or replaced in its the contractor/supplier of the TOTAL AMO end portion and to deduct if Receipt with the Purchase Recognized and the TOTAL AMO Department MAPProved by CROMLEAH	nmedialely. Delay in the delivery is foes not deliver within the due data, UNT unless the contractor/supplier the penalty and liquidated damages Order upon delivery.

JOB ORDER CITEM.STR.FR.006

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevant corner Sen. Gt J. Puyel Avenue
1300 Passay City, Metro Manila, Philippines
6, (632) 831-2201 to 09 eat. 218 (5) (832) 831-1368, 832-3965
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	04/08/2025 PR Date:

CONTRACTOR/SUPPLIER MSD GODSPEED EXHIBITS, CORP.			
ADDRESS 324 Navy Road Veterans Village, Holy Spirit District 2, Quezon City			
The second secon	di Patris		
MODE OF PROCUREMENT Small Value Procurement			
Please provide/furnish this office the requirements listed below subject to the terms and conditional Trade Expositions and Missions (CITEM).	ions contained herein.	Address all correspond	dence to the Center for
DESCRIPTION	TINUVYTD	UNIT PRICE	AMOUNT
ingress, event proper, and egress.		i	
c. Installation and Set-up	=		
* Transport materials and components to the event venue			
* Assemble the structural requirements onsite, ensuring stability and proper			
functionality.			
d. Electrical and Lighting Installation			
* Provide appropriate electrical wiring, power connections, and lighting fixtures			
based on the electrical plan discussed by the designer.		- 1	
e. Graphics and Signage Production			
* Produce and Install high-quality graphics, signage and branding elements for this			
requirement, if applicable.			
f. Furniture and Fixtures			
Supply furniture, display stands, shelving and other fixtures as indicated in the			
specifications of this requirement, if applicable.			
g. On-Site Support			
* 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.		1	
Provide technical assistance during the event to address any issues promptly.	<u> </u>	!	
TOTAL AMOUNT IN WORDS:			Php
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requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the a from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and I			
/FEX-	25040616	,	н ирин авичегу.
ATTY. ANNA GRACE I. MARPURI	1250: -	Recommended by:	40
Department Manager III, CSD	13, 2025	ROWENA G. M	ENDOZA
AMOUNT 1835	1,281.00	Pepartment Man	ager fin CBD
CONFORME: WD CHY		Approved by:	_
Winter DI Cannos Funda Available: N		///	LIET P. OCAMPO
WEMA G. DUE	4	Executive	The state of the s
OlC-Chief Contro	Hership		The second second second

JOB ORDER CITEM.STR.FR.008

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
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1300 Passay City, Melro Marila, Philippines
(a) 631-2201 to 09 ext. 218 (5) (632) 831-1368, 832-3965
Eq Info@citem.com.ph (9) www.citem.com.ph



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Annual Control of the			
CONTRACTOR/SUPPLIER MSD GODSPEED EXHIBITS, CORP.	DELIVERY TERM	A	
ADDRESS 324 Navy Road Veterans Village,	PAYMENT TERM	30 days	
Holy Spirit District 2, Quezon City	PLACE OF DELF	VERY	
MODE OF PROCUREMENT Small Value Procurement	DATE OF DELIV	ERY	
Please provide/furnish this office the requirements listed below subject to the terms and condit International Trade Expositions and Missions (CITEM).	lons contained herein.	. Address all correspond	lence to the Center for
DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
* Assign personnel for on-site troubleshooting and support throughout	er att a g	1	
the exhibition,			
h. Dismantling			
* Safety dismantle and remove all structural requirements after the event within the		F 164	
given egress period.			
i. Turn-over of Purchased Items			
* 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.			
II. ROLES AND RESPONSIBILITIES OF THE CONTRACTOR			
* Supply, deliver, install, dismantle, purchase, turn-over and haul the design of the		1	
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.			
* If necessary, the contractor shall provide proofs and swatches prior to final		to opening	
fabrication for approval.			
 Provide sufficient manpower and materials for the installation of the 			
requirement			
TOTAL AMOUNT IN WORDS:			Php
The delivery must be made only during office hours to CITEM or as may be specified. Delivery is so inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delive subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY of the shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the antirom any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and In Very truly yours. BUR No. IFEXT. ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD TOTAL AMOUNT BUR NO. Furlids Ayailable:	ries are to be withdrawn OF DELAY. In case the o of o nount of undelivered po	n and/or replaced immedicontractor/supplier does not the TOTAL AMOUNT Life on and to deduct the per st with the Purchase Order Recogning rided by: ROWENA G. MI Department Mana	ately. Delay in the delivery is of deliver within the due date, nless the contractod/supplier alty and liquidated damages
Name & Signature of Contractor/Supplier WILMA G. DILLO Data OIC-Chief Controll	ership	Executive Di	





JO Number: Jodate 2025-0222 04/08/2025 4of6 PR Date: PR No.:

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CONTRACTOR/SUPPLIER MSD GODSPEED EXHIBITS, CORP.	DELIVERY	TERM	
ADDRESS 324 Navy Road Veterans Village,			
Holy Spirit District 2, Quezon City	PLACE OF DELIVERY		
MODE OF PROCUREMENT Small Value Procurement			
Please provide/furnish this office the requirements listed below subject to the terms and condi- International Trade Expositions and Missions (CITEM).	illons contained	herein. Address all corre	spondence to the Center for
DESCRIPTION	QTY/UN	IT UNIT PRIC	E AMOUNT
* Complete the scope of work within the Ingress proper.	1		
* Updated EDD on work status/progress of fabrication.			
III. ROLES AND RESPONSIBILITIES OF CITEM	İ		The sale of the
* CITEM EDD Designers will be providing the following requirements for a smooth			
delivery of this contract:		į	
a. Complete Technical Drawings			
b. 3D renditions			
c. Checklist of requirements with specifications			
* CITEM EDD Designer will be closely monitoring all necessary requirements such			
as but not limited to:	•		
a. Approval of swatches			
b. Monitoring of color proofing			
IV. OTHER CONDITIONS		-	
First-time contractors will undergo a mandatory plant visit or participate in an		1	
online meeting and assessment conducted by a representative from the			
Exhibition Design Division.			
To the state of th			
TOTAL AMOUNT IN WORDS:		-	Php
This order is placed subject to the following lerms and conditions:			
The delivery must be made only during office hours to CITEM or as may be specified. Delivery is a	subject to the acc	eplance of CITEM's duly a	thorized representative/official and
Inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliv	eries are to be w	ithdrawn and/or replaced in	nmediately. 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 ca		
she shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount		of the TOTAL AMO	UNT unless the contractor/supplier
requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the s			
from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and			Order upon delivery.
Very truty yours, BUR No. 178X-	250406	16 Recommended	by:
ATTY. ANNA GRACE I. MARPURI	25 212	- 75m	ender
Department Manager III, CSD	7-0-	- ROWENAG	B. MENDOZA
CONFORME: 1	1281.00	Department N	Managor HI, CBD
MOUNTS		Approved by:	W~ '
Winlard W. Campas Fundal Ameilable 1	1/		JULIET P. OCAMPO
Name & Signature of Contractor/Supplier	D		
Date OIC-Chief Contro	llership	Execu	tive Director
, UIC-CITE COTIES	UNISHBU		

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No.				
CONTR	ACTOR/SUPPLIER MSD GODSPEED EXHIBITS, CORP.		1	
ADDDE	SS_324 Navy Road Veterans Village,	PAYMENT TERM	30 days	
ADDRE	Holy Spirit District 2 Ougzon City			
MODE	OF PROCUREMENT Small Value Procurement	DATE OF DELIV	ERY	
	rovide/furnish this office the requirements listed below subject to the terms and conditional Trade Expositions and Missions (CITEM).	ions contained herein	Address all correspond	dence to the Center for
1	DESCRIPTION	QTY/UNIT	UNITPRICE	AMOUNT
V. ITE	иѕ			
Item	Particulars	QTY	UNIT	
1.	MOBILIZATION COST			
a.	Fabrication, Hauling, Installation, Delivery	1	lot	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
0.	FABRICATION (RENTAL)			The state of
a.	Reception counter (Buyer's Lounge)	1	lot	
b.	Reception counter (GMART)	1	lot	
C.	Fence Planters	1	lot	
d.	Fence Wood	7	set	
e.	Fence Pipe	1	lot	
f.	VIP Structure	1	lot	
g.	Reception Structure	1	lot	
h.	Mental Framing	11	lot	I NA
111.	GRAPHICS (RENTAL)			
a.	Tarpaulin Print	270	sqm	
b.	Printable Sticker	20	sqm	
C.	Printable Sticker mounted on foamboard	3	sqm	
IV.	COMPONENTS			
a.	Folding Table 1.2m x 0.6m x 0.75m (Purchase)	24	pcs	
b.	Chair (Rent)	90	pcs	
C.	Metal Shelving 1.2m x 0.3m x 1.8m (Purchase)	11	pcs	
d.	Bar Stool (Rental)	6	pcs	
e.	Scaffolding (Rental) - Scaffolding must be presentable and	10	set	
	in good condition	40		
f.	Potted Plant small (Purchase)	12	pcs	
			<u> </u>	
TOTAL.	AMOUNT IN WORDS:			Php
The dispection subject to shall requested	ir is placed subject to the following terms and conditions: letivery must be made only during office hours to CITEM or as may be specified. Delivery is sun by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliver, the PENALTY of 1/10 Of 1% of the TOTAL VALUE of this ORDER for EACH DAY of the considered in default and wall be liable to pay LIQUIDATED DAMAGES in the amount of end CITEM granted an extension. The confractor/supplier authorizes CITEM to deduct the end of its receivables from CITEM. The confractor/supplier must present a Delivery Receipt and In	ries are to be withdrawn PF DELAY. In case the co of rount of undelivered por recice or Official Receip	n and/or replaced immedia contractor/supplier does no if the TOTAL AMOUNT u tion and to deduct the pen	ately. Delay in the delivery is all deliver within the due date, niess the contractor/supplier ally and liquidated damages
Very trul		25040616	Recommended by:	10
ATTY.	ANNA GRACE I. MARPURI	25 2025	Then	ny)
Departi	ment Manager III, CSD	2/2-)	ROWENA G. ME	ENDOZA
CONFO	AMOUNT J837,	181.00	Department Mana	gar III CBD
	MOCH	/	Approved by:	
	Wintout U. Campo Funds Available		ROMLEAH JUL	ET P. OCAMPO
	Name a signature of Contracting Supplier	RY	Executive I	Director
	Date OIC-Chief Controll	ership		

JOB ORDER

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CONTR	PACTOR/SUPPLIER MSD GODSPEED EXHIBITS, CORP.	DELIVER	Y TERM	30	
ADDRE	ss_324 Navy Road Veterans Village,	PAYMEN	TTERM 30 da	ays	LOUGHOUSE STORY
	Holy Spirit District 2, Quezon City				
**********		10.517963955690			
MODE	OF PROCUREMENT Small Value Procurement	DATE OF	DELIVERY		
Please p Internati	provide/furnish this office the requirements listed below subject to the terms and co onal Trade Expositions and Missions (CITEM).	onditions containe	d herein. Address all c	orrespondence to the Cen	ter for
	DESCRIPTION	QTY/U	NIT UNIT P	RICE AMOL	JNT .
V. ITE	MS				
Item	Particulars	QT	Y UN	п	h Pi
v.	ELECTRICAL & LIGHTING (RENTAL)	1.7			
a.	Installation/Wirings/Etc.	1	lo	t	
b.	2 Gang convenience outlet with extension cord	11	pc	S	
c. d.	Incandescent Bulb with housing	3	pc	10.00	
e.	20-30 W LED Spotlight (Daylight) LED Strip Light-White	44		CT. 0	
<u> </u>	LED Strip Eight-Ville	105	sq	ım	
	RMS OF PAYMENT				
Full pa	syment of 100% shall be processed after the conclusion of the	ne :	į		
event	and will commence upon the submission of the contractor's	•			
Service	e invoice and delivery receipt.				
VII RI	SK PROTECTION AND MANAGEMENT				
	tions shall be implemented under the following conditions:	i	•		
a. A 10	0% deduction will be applied for the incomplete delivery of the	ne l			
pavilio	n if deemed unreasonable by the Exhibition Design Division				
b. Ded	uctions will be applied for any undelivered items listed in the	9			
"Items	to Bid" section of this requirement.		1		
	eduction will be imposed for the late tumover of requirement	S			
ii deen	ned unreasonable.	•			
		•			
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TOTAL	AMOUNT IN WORDS: EIGHT HUNDRED THIRTY NINE THOUSAND TW	O HUNDRED E	IGHTY ONE PESOS	s Php839,2	81.00
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Inspection	n by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected de	rs subject to the 80	ceptance of CTEM's du	ly authorized representative/	official and
subject to	the PENALTY of 1/10 Of 1% of the TOTAL VALUE of this ORDER for EACH D.	AVOEDELAY Inc	esta the contradests — t	to immediately. Dolay in the	delivery is
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	and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct th		unmd podios pod to dod	MOUNT unless the contract	tor/supplier
from any	of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt a	nd Involve or Officia	al Receipt with the Purch	occure periony una napidalex	d damages
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Very trul		-23090	Recommend	ddd by:	
	ANNA GRACE I. MARPURI	25 20 2	r M	menys	
Departr	ment Manager III, CSD \ DATE	700	ROWENA	G. MENDOZA	
*********	AMOUNT 780	39 281.0	Departmen	nt Manager W. CBD	
CONFO	RME: NO LANS	the state of the same of the same of		54.	*******
3 1	Jallalary M. Campas	1. 7	Approved by	y. M	
	Wasse Street and Contracts Street	1/	ROMLEA	H JULIET P. OCA	MPO
Garte	WILME IN	I AP		cutive Director	0.00
	Date OIC Chief Cont	rollership		STATE DIRECTOR	
1	OIC-Chief Cdnt	rollership		1 4 1 1 1 1	