



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines 4, (632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965



JO NUMBER 2025-0053 2/19/2025 PR Date: PH No.

⊠ info@citem.com.ph @ www.citem.com.ph

1of4 2025-0053 1/21/2025

CONTRACTOR/SUPPLIER	ANT	ONIO	R.	MEN	ID(DZ	Ź

ADDRESS

DESIGN & CONSULTANCY

Makati City

MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM

30 days 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
HIRING OF SPATIAL CONSULTANT FOR MANILA FAME 2025			PHP500,000.00
SCOPE OF WORK:			
A. Layout Planning			
Develop a master plan for the exhibition layout using CAD software			
that optimizes traffic flow, 1.ensuring seamless movement for visitors.			
2. Design zones that are intuitive and logical, grouping related exhibitors			
or themes to enhance the overall experience.			
3. Maximize the efficient use of space to accommodate booths, interactive			
areas, lounges, and 3.other functional zones.			
4. Ensure that the design adheres to safety regulations, fire codes and			
accessibility standards.			
5. Create visual and spatial coherence across the venue, ensuring that			
every element reflects the exhibition's goals and branding.			
6. Ensure signage, pathways, and spatial markers are accessible and			
strategically placed.			
7. Work with event organizers, designers, contractors, and other			
stakeholders to ensure seamless execution of the spatial plan.			
TOTAL AMOUNT IN WORDS:			Php
This order is placed subject to the following terms and conditions:	is at to the appearance	of CITEMS and a submit	and manuscratation inflicial and
The delivery must be made only during office hours to CITEM or as may be specified. Delivery is sub-	ject to the acceptance	of CITEM's duly authoriz	red 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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 contracton's upplier does not deliver within the due date, of the TOTAL AMOUNT unless the contractor/supplier s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of _ 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,

CONFORM

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

ANTONIO CARLOS R. MENDIZA

03.19.2025

OIC-DC, Controllersh

Department Manager

Approved by:

ROMLEAH JÜLIET P. OCAMPO

Executive Director

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
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1300 Passay City, Metro Manila, Philippines
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CONTRACTOR/SUPPLIER	ANTONIO R. MENDO	ZA	DELIVER	Y TERM			
ADDRESS	DESIGN & CONSULTAN	NCY	PAYMENT	TERM 30 da	ays		
Maka	iti City		PLACE O	F DELIVERY			
MODE OF PROCUREMENT	Small Value Procureme	ent	DATE OF	DELIVERY			
Please provide/furnish this office International Trade Expositions	e the requirements listed below subject to and Missions (CITEM).	o the terms and conditi	ons containe	d herein. Address all	corresponder	nce to the Center	for
	DESCRIPTION		QTY/U	NIT UNITE	PRICE	AMOUN	T
3. Other Roles and Respo	nsibilities						
1. Sponsorship and Part	nerships						
1.a. Identify at least fir	ve (5) possible sponsors and part	tners for Manila					
FAME and conne	ct the Manila FAME team to secu	ire potential					
sponsors/partner	S.						
1.b. Identify and design	gn dedicated space for sponsor a	nd partner					
activations that a	lign with the event's aesthetic and	d objectives.					
2. Visual Arts							
2 a Identify nossible	Visual Arts exhibitors and connec	t the Manila					
	cure onboarding of potential exhi						
	n dedicated space for the Visual i						
participants that a	lign with the event's aesthetic and	objectives.					
3. Brand Ambassadorsh	ip						
3.a. Promote Manila F	AME to business contacts and st	nare promotional					
materials in socia	media and any other available d	ligital platforms.					
C. Report writing and other	r requirements:						
Submit report/layout/desi	gn concepts and/or any additional do	cuments in support					
of payments made by CIT	TEM;						
TOTAL AMOUNT IN WORD	S:			TOTAL CO.	1	Php	
	ne following terms and conditions:						
	nly during office hours to CITEM or as may be						
	nt Inspection Team and/or the Commission of 0 of 1% of the TOTAL VALUE of this C						
	ult and will be liable to pay LIQUIDATED DA			of the TOTAL			
	extension. The contractor/supplier authorizes			vered portion and to de	duct the penal	ty and liquidated o	lamages
	ITEM. The contractor/supplier must present a						
Very truly yours,	C ;	BURNO. MF 25	0303	75 Recomme	ndad hv		
ATTY. ANNA GRACE		DATE 3//2/		(Ashi		
Department Manager III,	CSD			MARJO.	ent Manage	er III SRD	
CONFORME	1.	AMOUNT 500,	/		5-11		
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Name & Signature of	Contractor/Supplier	1111 1/14	202		ecutive Dir	ET P. OCA	OPP
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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyet Avenue
1300 Passey City, Metro Manila, Philippines

ANTINIO CARLOS R. MENOUZA Name & Signature of Contractor/Supplier

03.19.2025



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2025-0053	1/21/2025	

Executive Director

C (632)	831-2201 to 09 ext. 218 (632) 831-1368, 832-3960 S info@citem.com.ph (8) www.citem.com.ph	THE PERSON NAMED IN	PR No.: 2025-0053	PR Date: 1/21/202	5 3014
CONTRACTOR/SUPPLIER	ANTONIO R. MENDOZA	DELIVER	Y TERM		
ADDRESS	DESIGN & CONSULTANCY	PAYMEN	TTERM		
Maka	ati City	PLACE O	F DELIVERY		
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	DESCRIPTION	QTY/U	NIT UNITE	PRICE AMI	OUNT
FERMS OF PAYMENT:					
Payment shall be made up	on the issuance of statement of account	t and			
submission of deliverables.					
. Deliverables: Lay-out					
Requirement: Upon subr	mission of approved master plan / exhib	ition			
layout (drawin	ngs/sketches) and proposal to ensure significant	gnage,			
pathways, spa	atial markers and direction by CITEM.				
% of Contract Price: 40°					
2. Deliverables: Sponsorsh					
	mission of possible sponsors/partners le	ads and			
		ado ano			
	Companies for Manila FAME				
% of Contract Price: 40	%				
B. Deliverables: Post Event	Evaluation Report				
Requirement: Upon subr	mission of Manila FAME October 2025	post-event			
evaluation r	eport				
% of Contract Price: 20	%				
TOTAL 100	%				
TOTAL AMOUNT IN WORDS	S:			Php	
This order is placed subject to the					
	ly during office hours to CITEM or as may be specifie at Inspection Teem and/or the Commission on Audit. I				
	Of 1% of the TOTAL VALUE of this ORDER to				
	It and will be liable to pay LIQUIDATED DAMAGES			AMOUNT unless the contr	
	extension. The contractor/supplier authorizes CITEM I				ited damages
from any of its receivables from CI	TEM. The contractor/supplier must present a Delivery			hase Order upon delivery.	
Very truly yours,		MF-2503032	Recommer	nded by:	
ATTY, ANNA GRACE	DATE	3/12/25	MARYO	FIEVIO A	
Department Manager III,	AMOLIN	9500,000.00	Departme	ent Manager III, SBD)
CONFORME	uun	7	Approved I	S-AUL	
ANTINIO CARLO	S R. MENOUZA FUNDA	vailable VL		H JULIET P. OC	AMPO

WILMA G BULAY

OIC-DC, Controllership DV.

JOB ORDER

ADDRESS

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CONTRACTOR/SUPPLIER	MINIC	HAIL	A. IVIE	NDOZA
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DESIGN & CONSULTANCY

Makati City

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30 days PAYMENT TERM

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
RISK MANAGEMENT:		1	
Should the Spatial Consultant be unable to deliver due to			
unforeseen circumstances of force majeure, and other factors			
beyond their control, they shall inform CITEM through its assigned			
project coordinator, and shall discuss alternate deliverables, if necessary.			
Corresponding Deductions/Penalties:			
Inability of the Spatial Consultant to deliver shall correspond to deductions			
from the total amount of payment. Total value of deductions will be			
computed based on the disparity between actual deliverables.			
3. Incidental			
If the event is cancelled due to unforeseen circumstances of force			
majeure, the contract may be extended until the next event where the			
same approved concept shall be implemented, or the contract shall be			
paid prorated based on the accomplished deliverables stipulated in the			
terms of payment to hired Spatial Consultant.			

OTAL AMOUNT IN WORDS:	FIVE HUNDRED THOUSAND I	PESUS
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Php 500.000.00

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Very truly yours,

ATTY, ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME

ANTONIO CAKLOS K. MENDOZA

03.19.2025

OIC-DC, Controllership

Department Manager III, SBD

ROMLEAH JULIET P. OCAMPO

Executive Director







14 April 2025

LC-250276

CRISELDA C. CLAVE Architect/Attorney-in-Fact Antonio R. Mendoza Design and Consultancy Unit A-4 G/F Allegro Center, 2284 Pasong Tamo Extension Makati City

Dear Ms. Clave:

We noticed that the signed Job Order between the Consultant and CITEM does not reflect the complete undertaking as stated in the Terms of Reference (TOR).

Due to inadvertence, we failed to include the Scope of Work, to wit:

"C. Report Writing and other requirements:

1. x x x

2. Provide a Post-Event Terminal Report

- a. Assessment and analysis of the effectiveness of the special layout and visitor flow;
- Feedback and recommendations for future improvements to optimize the exhibition design;
- c. Next Steps detailing delivered undertakings, observations, and recommendations for succeeding Manila FAME editions"

This Letter-Conforme is being issued, to incorporate the provision above; and to supplement the Job Order previously issued.

It is also understood that there will be no adjustments as the amount and requirements on your engagement as Spatial Consultant for Manila FAME 2025.

Please sign in the conforme below and return this letter to us.

Thank you.

Sincerely,

ROMLEAH JULIET PULIDO OCAMPO

Executive Director

Conforme;

CRISELDA C. CLAVE Architect/Attorney-in-Fact

Antonio R. Mendoza Design and Consultancy