

# 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:

2025-0053

JO Date:

2/19/2025

PAGE

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PR No.:

2025-0053

PR Date:

1/21/2025

CONTRACTOR/SUPPLIER **ANTONIO R. MENDOZA**

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**

1. Develop a master plan for the exhibition layout using CAD software that optimizes traffic flow, 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 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

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Very truly yours,

**ATTY. ANNA GRACE I. MARPURI**

Department Manager III, CSD

CONFORM:

**ANTONIO CARLOS R. MENDOZA**

Name & Signature of Contractor/Supplier

**03.19.2025**

BUR No. **MF-25030375**

DATE **3/12/25**

AMOUNT **7500,000.00**

Funds Available:

**WILMA G. DULAY**

OIC-DC, Controllship Div.

Recommended by:

**MARCO F. EVIO**

Department Manager III, SBD

Approved by:

**ROMLEAH JULIET P. OCAMPO**

Executive Director

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## B. Other Roles and Responsibilities

### 1. Sponsorship and Partnerships

1.a. Identify at least five (5) possible sponsors and partners for Manila FAME and connect the Manila FAME team to secure potential sponsors/partners.

1.b. Identify and design dedicated space for sponsor and partner activations that align with the event's aesthetic and objectives.

### 2. Visual Arts

2.a. Identify possible Visual Arts exhibitors and connect the Manila FAME team to secure onboarding of potential exhibitors.

2.b. Identify and design dedicated space for the Visual Arts Industry participants that align with the event's aesthetic and objectives.

### 3. Brand Ambassadorship

3.a. Promote Manila FAME to business contacts and share promotional materials in social media and any other available digital platforms.

## C. Report writing and other requirements:

1. Submit report/layout/design concepts and/or any additional documents in support of payments made by CITEM;

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME

**ANTONIO CARLOS R. MENDOZA**  
Name & Signature of Contractor/Supplier

03.19.2025  
Date

BUR No. **MF 25030375**

DATE **3/12/25**

AMOUNT **500,000.00**

Funds Available

**WILMA G. DULAY**

OIC-DC, Controllership Div.

Recommended by:

**MARJORIE EVIO**

Department Manager III, SBD

Approved by:

**ROMLEAH JULIET P. OCAMPO**

Executive Director



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## TERMS OF PAYMENT:

Payment shall be made upon the issuance of statement of account and submission of deliverables.

### 1. Deliverables: Lay-out

Requirement: Upon submission of approved master plan / exhibition layout (drawings/sketches) and proposal to ensure signage, pathways, spatial markers and direction by CITEM.

% of Contract Price: 40%

### 2. Deliverables: Sponsorship/Partnerships

Requirement: Upon submission of possible sponsors/partners leads and Visual Arts Companies for Manila FAME

% of Contract Price: 40%

### 3. Deliverables: Post Event Evaluation Report

Requirement: Upon submission of Manila FAME October 2025 post-event evaluation report

% of Contract Price: 20%

TOTAL 100%

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

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**ANTONIO CARLOS R. MENDOZA**

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Date

BUR No. **MF-25030375**

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**3/12/25**

AMOUNT

**P 5 00, 00.00**

Funds Available:

**WILMA G. DULAY**

OIC-DC, Controllership Div.

Recommended by:

**MARIO F. EVIO**

Department Manager III, SBD

Approved by:

**ROMLEAH JULIET P. OCAMPO**

Executive Director

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## RISK MANAGEMENT:

- 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.
- 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.

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

**Php 500,000.00**

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Department Manager III, CSD

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Funds Available:

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OIC-DC, Controllership Div.

Recommended by:

**MARJO F. EVIO**  
Department Manager III, SBD

Approved by:

**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;*
  - b. 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,

  
**ROM LEAH JULIET PULIDO OCAMPO**  
Executive Director

Conforme:

  
**CRISELDA C. CLAVE**  
Architect/Attorney-in-Fact  
Antonio R. Mendoza Design and Consultancy