CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS



JO Number:	JODate	PAGI
2025-0263	04/29/2025	
PR No.: 2025-0263	PR Date: 04/16/2025	1-6

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 CONTRACTOR/SUPPLIERFRANC & MARCEL GRAPHICS AND DELIVERY TERM CONSTRUCT CORP. PAYMENT TERM 30 days ADDRESS..... 208 A. MABINI STREET, BRGY. 25, MAYPAJO, CALOOCAN CITY PLACE OF DELIVERY MODE OF PROCUREMENT Small Value Procurement 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 FABRICATION, HAULING, MOBILIZATION, 1 lot Php281,780.00 INSTALLATION AND DISMANTLING OF CREATE LAB **FOR IFEX PHILIPPINES 2025** Ingress: May 19,20,21, 2025 Event Proper: May 22,23,24, 2025 Egress: May 24, 2025 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 ingress, event proper, and egress. c. Installation and Set-up Transport materials and components to the event venue Assemble the structural requirements onsite, ensuring stability and proper functionality 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 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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, Recommended by ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept. CONFORME:

OIC-Chief Controllership

ROMLEAH JULIET P. OCAMPO **EXECUTIVE DIRECTOR**

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilian Royal Royal

Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue



2025-0263 04/29/20	25
PR No.: PR Date: 2025-0263 04/16/20	1

O.	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	A L	1	PR No.:	PR Date: 04/16/2025	2-6
CONTRACTOR	WSUPPLIER FRANC & MARCEL GRAPHICS AND	DELIVER		# and the second	04/10/2020	ellen er en
	CONSTRUCT CORP.					
ADDRESS						
	NI STREET, BRGY. 25, MAYPAJO, CALOOCAN CITY	PLACE O	F DELIVE	ERY		
MODE OF PRO	CUREMENT Small Value Procurement	DATE OF	DELIVER	RY		
	rnish this office the requirements listed below subject to the terms and condit de Expositions and Missions (CITEM).	ons containe	ed herein. A	Address all corresp	ondence to the Center	for
	DESCRIPTION	QTY/UI	NIT	UNIT PRICE	AMOUN	Т
 Provide a and lighting discusse Graphics Produce 	al and Lighting Installation appropriate electrical wiring, power connections ng fixtures based on the electrical plan d by the designer and Signage Production and install high-quality graphics, signage, and elements for this requirement if applicable					
 Supply fur fixtures as ment if ap On-Site Provision 						
Provide t address aAssign p support t	echnical assistance during the event to any issues promptly. ersonnel for on-site troubleshooting and hroughout the exhibition.					
after the	smantle and remove all structural requirements event within the given egress period.					
 All above event unle 	r of Purchase Items item/s is/are the property of CITEM after the ess indicated as rental. Items shall be delivered EM office and shall be received by the					
TOTAL AMOUN	TIN WORDS:	Manufacture (Albert of Control Control Control	MINESTONIA CAUS-SATISSESSATION	ntelli virk di Monatoria kalimota kirak kirak kirak manekang	Php	
The delivery mainspection by CITE subject to the PEN. s/ne shall be constrequested and CITE.	d subject to the following terms and conditions: ust be made only during office hours to CITEM or as may be specified. Delivery is su id-Management Inspection Team and/or the Commission on Audit. Rejected deliver ALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY of idered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of EM granted an extension. The contractor/supplier authorizes CITEM to deduct the arr vivables from CITEM. The contractor/supplier must present a Delivery Receipt and In-	ies are to be to F DELAY. In o	withdrawn a case the cor of to vered portion	and/or replaced imm ntractor/supplier doe he TOTAL AMOUN on and to deduct the	ediately. Delay in the de is not deliver within the de IT unless the contractor/s penalty and liquidated de	livery is ue date, supplier
,	The state of the s					

DATE May 7, 2025 AMOUNT 9281, 780.00 Recommended by: Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept. Department Manager, SBD CONFORME: proved by: WILMA G. DULAY ROMLEAH JULIET P. OCAMPO Gardia **EXECUTIVE DIRECTOR** May 14, 2025 OIC-Chief Controllership

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS



JO Number:	JODate	PAGI
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PR No.: 2025-0263	PR Date: 04/16/2025	3-6

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 CONTRACTOR/SUPPLIERFRANC & MARCEL GRAPHICS AND DELIVERY TERM CONSTRUCT CORP. PAYMENT TERM 30 days ADDRESS... 208 A. MABINI STREET, BRGY. 25, MAYPAJO, CALOOCAN CITY PLACE OF DELIVERY MODE OF PROCUREMENT Small Value Procurement 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** 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 pavilion according to the technical drawings provided by the designer. Suppliers may suggests a more efficient assembly or construction but must be implemented with the approval of CITEM EDD · If necessary, the contractor shall provide proofs and swatches prior to final fabrication for approval. Provide sufficient manpower and materials for the installation of the requirement. · Complete the scope of work within the ingress proper. Updated EDD on work status/progress of fabrication. III. ROLES/RESPONSIBILITIES OF CENTER OF INTERNATIONAL TRADE EXPOSITIONS AND **MISSIONS (CITEM)** CITEM EDD Designers will be providing the following requirements for a smooth delivery of this contract: a. Complete Technical Drawings b. 3D renditions c. Checklist of requirements with specifications 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 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,

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Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept. CONFORME:

OIC-Chief Controllership

Recommended by:

OMLEAH JULIET P. OCAMPO **EXECUTIVE DIRECTOR**

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 (5) (632) 831-1368, 832-3965



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May 14, 2025

PR No.: PR Date:

EXECUTIVE DIRECTOR

	☐ info@citem.com.ph ☐ www.citem.com.ph	THE S	2025-026	3 04/16	3/2025	
CONTRAC	TOR/SUPPLIER FRANC & MARCEL GRAPHICS AND CONSTRUCT CORP.			S		
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	PROCUREMENT Small Value Procurement					
	ide/furnish this office the requirements listed below subject to the terms and co Trade Expositions and Missions (CITEM).	nditions containe	d herein. Address ai	l correspondence to	the Center	for
	DESCRIPTION	QTY/U	NIT UNIT	PRICE	AMOUNT	Γ
necessa a. Appro	EDD Designers will be closely monitoring all ry requirements such as but not limited to: val of swatches oring of color proofing					
First-time or partici	ER CONDITIONS e contractors will undergo a mandatory plant visit pate in an online meeting and assessment ed by a representative from the Exhibition Designation					
IV. ITEN	IS TO BID					
ITEM I	TEMS TO BID	QT	Y UN	VIT		
	MOBILIZATION COST Fabrication, Hauling, Installation, Dismantling	1.0	0 L0	ОТ		
II. F	LOORING Needle Punch Carpet - Orange Purchase PAVILION STRUCTURE	30.	00 S	QM		
a. F a c	Pavilion Structure in 2" x 2" square tubular meta approved paint finish with colored twin wall polycarbonate sheets covered with translucent graplish Rental) Lo	то		
-						
TOTAL AM	OUNT IN WORDS:			Php		
The delivinspection by subject to the s/he shall be requested an from any of it Very truly you ATTY. A		eliveries are to be AY OF DELAY. In o bunt of the amount of undelind Invoice or Officion 7 - 250506	withdrawn and/or replicase the contractor/superson of the TOTAL vered portion and to deal Receipt with the Public Recomme	aced immediately. De pplier does not deliver L. AMOUNT unless the leduct the penalty and rchase Order upon de	elay in the del rwithin the du e contractor/s I liquidated da	ivery is e date, supplier
CONFORM	NNA GRACE I. MARPURI Int Manager, Corporate Services Dept. AMOUNT 908	7,78.0	Depa 	artment Manager	, SBD 7	
	Gregoria E. Garcia Funds Available	NL	ROML	EAH JULIET P	OCAM	PO

OIC-Chief Controllership

JOB ORDER

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U	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Passay City, Metro Manila, Philippines ⟨ (632) 831-2201 to 09 ext. 218 ⟨ (632) 831-1366, 832-3965 info@citem.com.ph ⊕ www.citem.com.ph			D25-0263 PR No.: D25-0263	04/29/2025 PR Date: 04/16/2025	5-6
CONTR	ACTOR/SUPPLIER FRANC & MARCEL GRAPHICS AND	DELIVER	Y TER			ellerin er ellerine a dersen
	CONSTRUCT CORP.			⊿ 30 days	44377734677744377133771447444447784447	
ADDRE	. MABINI STREET, BRGY. 25, MAYPAJO, CALOOCAN CITY					
	OF PROCUREMENT Small Value Procurement	1				
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	rovide/furnish this office the requirements listed below subject to the terms and condi- onal Trade Expositions and Missions (CITEM).	tions containe	d hereir	n. Address all corresp	andence to the Center	for
	DESCRIPTION	QTY/UI	NIT	UNIT PRICE	AMOUN	T
ITEM	ITEMS TO BID	QT	Υ	UNIT		
III.	PAVILION COMPONENTS					
a.	Seating area in 3/4" thk plywood base in approved	2.00)	UNITS		
	paint finish with cushion in leatherette with integra-					
	ted convenience outlet Rental					
b.	Reception Counter in 1.40m x 0.50m x 1.00m H in	1.00)	UNIT		
	3/4" thk plywood in black laminate with matching					
	PVC Edging Rental					
C.	Storage cabinet in 1.20m x 0.40m x 0.90m H in	1.00)	UNIT		
	3/4" thk plywood in black laminate with matching					
	PVC edging and door handles for cabinet doors					
	Rental					
d.	Round table in 0.60m diameter x 0.75m height in	5.0	0	UNITS		
	black laminate with matching edging and metal					
	base support <i>Rental</i>					
IV.	GRAPHICS REQUIREMENTS					
a.	Panaflex print on existing structure <i>Purchase</i>	15.0		SQM		
b.	Sticker on sintra board <i>Purchase</i>	10.0	-	SQM		
C. V.	Sticker cut-out <i>Purchase</i>	6.0	0	SQM		
<u>V.</u>	ELECTRICAL					
<u>a.</u>	2 gang convenience Rental	6.0		UNITS		
b.	Installation of existing spotlights	1.0		LOT		
C.	Wiring and conduits	1.00	0	LOT		
TOTAL	MOUNT IN WORDS:	THE THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON	NO VERNING CONTROL OF THE CONTROL OF		Php	
This order	r is placed subject to the following terms and conditions:					
	elivery must be made only during office hours to CITEM or as may be specified. Delivery is su					
inspection	by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delive the PENALTY of $\frac{1/10 \text{ Of } 1\%}{}$ of the TOTAL VALUE of this ORDER for EACH DAY O	ries are to be t	withdraw	n and/or replaced immi	ediately. Delay in the de	livery is
	be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount					
	and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the an					
from any	of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and In			nt with the Purchase Ord	der upon delivery.	
Very trul	y yours, BUR No. CMP-	230506	76	Recommended by	. 11.7.	
ATTY.	ANNA GRACE, MARPURI Man	7 217	- T	(Malu	
	ANNA GRACE MARPURI ment Manager, Corporate Services Dept. AMOUNT 9887	2 62	ما	MARU	OF EVIO Manager, SBD	- ,
CONFO	PARE: AMOUNT $\frac{787}{487}$	+80.0	U	Department	wanager, SBD	W

May 14, 2025

Gregoria E. Garcia
Name 3 Stydeture of Compactor/Supplies

CONFORME:

OIC-Chief Controllership

ROMLEAH JULIET P. OCAMPO

EXECUTIVE DIRECTOR

JOB ORDER

CITEM.STR.FR.006

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puvat Avenue



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1300 Pasay City, Metro Manila, Philippines			2020	023-0203			
C	(632) 831-2201 to 09 ext. 218	.ph			5-0263	PR Date: 04/16/2025	6-6
CONTRACTOR/S	UPPLIER FRANC & MARCEL GR	APHICS AND	DELIVER'	Y TERM			
	CONSTRUCT CORP.		PAYMENT	TTERM3	30 days		
ADDRESS	STREET, BRGY. 25, MAYPAJO, CALO	OCAN CITY					
	JREMENT Small Value Procureme						
	sh this office the requirements listed below subject Expositions and Missions (CITEM).	to the terms and conditi	ons containe	d herein. Ad	idress all corresp	ondence to the Cente	r for
	DESCRIPTION		QTY/UI	NIT	UNIT PRICE	AMOUN	IT
conclusion of submission or receipt. VI. RISK PRODeductions sla. A 10% ded of the pavilior Design Division. Deductions in the "Items c. A deduction requirements."	of 100% shall be processed af the event and will commence of the contractor's service invoice. OTECTION AND MANAGEME hall be implemented under the uction will be applied for the in if deemed unreasonable by the on. Is will be applied for any undelive to Bid" section of this requirement will be imposed for the late to if deemed unreasonable.	upon the ce and delivery NT following conducomplete delivered items listed ent. urnover of	ed			Phnort	
	N WORDS: TWO HUNDRED EIGHTY ON	NE THOUSAND SE	VEN HUNI	DRED EIG	GHTY PESOS	Php281,78	0.00
	subject to the following terms and conditions: be made only during office hours to CITEM or as may	he specified Delivery is su	hiect to the ac	cceptance of	CITEM's duly auth	orized representative/of	ficial and
	be made only during office nours to CTTEM or as may Management Inspection Team and/or the Commission						
	TY of 1/10 Of 1% of the TOTAL VALUE of this						
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from any of its receive	bles from CITEM. The contractor/supplier must present				th the Purchase Or	rder upon delivery.	
Very truly yours,		BUR No. CMP - 2	230506	oto Re	ecommended by	v: 104.1, ·	
	GRACE)I. MARPURI	ma 7	2125			JANIM .	
	nager, Corporate Services Dept.	DATE /	NI		MAR	HOF EVIO	
		DATE May 7, AMOUNT 9281,	780.0	0	Department	Manager, SBD	W
CONFORME:							٠٠٠٠٠٠٢

May 14, 2025

OIC-Chief controllership

ROMLEAH JULIET P. OCAMPO Approved by: EXECUTIVE DIRECTOR