

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: 2025-0263	JO Date: 04/29/2025	PAGE 1-6
	PR No.: 2025-0263	PR Date: 04/16/2025	

CONTRACTOR/SUPPLIER FRANC & MARCEL GRAPHICS AND CONSTRUCT CORP. ADDRESS 208 A. MABINI STREET, BRGY. 25, MAYPAJO, CALOOCAN CITY MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM 30 days 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
FABRICATION, HAULING, MOBILIZATION, 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	1 lot		Php281,780.00
I. DETAILED SCOPE OF WORK a. Fabrication and Construction <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Transport materials and components to the event venue Assemble the structural requirements onsite, ensuring stability and proper functionality 			

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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,
 ATTY. ANNA GRACE I. MARPURI
 Department Manager, Corporate Services Dept.

BUR No. CM P-25050406
 DATE May 7, 2025
 AMOUNT ₱ 281,780.00

Recommended by:

MARJORIE EVIO
 Department Manager, SBD

CONFORME:

Gregoria E. Garcia
 Name & Signature of Contractor/Supplier
May 14, 2025
 Date

Funds Available:

WILMA G. DULAY
 OIC-Chief Controllorship

Approved by:

ROMLEAH JULIET P. OCAMPO
 EXECUTIVE DIRECTOR

05.09

JOB ORDER

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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: 2025-0263	JO Date: 04/29/2025	PAGE 2-6
	PR No.: 2025-0263	PR Date: 04/16/2025		

CONTRACTOR/SUPPLIER: FRANC & MARCEL GRAPHICS AND CONSTRUCT CORP. ADDRESS: 208 A. MABINI STREET, BRGY. 25, MAYPAJO, CALOOCAN CITY MODE OF PROCUREMENT: <u>Small Value Procurement</u>	DELIVERY TERM: _____ PAYMENT TERM: <u>30 days</u> 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
d. Electrical and Lighting Installation • Provide appropriate electrical wiring, power connections, and lighting fixtures based on the electrical plan discussed by the designer			
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. • Assign personnel for on-site troubleshooting and support throughout the exhibition.			
h. Dismantling • Safely dismantle and remove all structural requirements after the event within the given egress period.			
i. Turn-over of Purchase Items • All above item/s is/are the property of CITEM after the event unless indicated as rental. Items shall be delivered to the CITEM office and shall be received by the			

TOTAL AMOUNT IN WORDS:	Php
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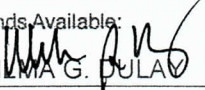
This order is placed subject to the following terms and conditions:

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Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept. CONFORME: Gregoria E. Garcia <small>Name & Signature of Contractor/Supplier</small> May 14, 2025 <small>Date</small>	BUR No. <u>CMP-2305076</u> DATE <u>May 7, 2025</u> AMOUNT <u>P281,780.00</u> Funds Available: WILMA G. DULAY OIC-Chief Controllorship	Recommended by: MARJO F. EVIO Department Manager, SBD Approved by: ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR
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JOB ORDER

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 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: 2025-0263	JO Date: 04/29/2025	PAGE 3-6
		PR No.: 2025-0263	PR Date: 04/16/2025	
CONTRACTOR/SUPPLIER FRANC & MARCEL GRAPHICS AND CONSTRUCT CORP.		DELIVERY TERM _____		
ADDRESS _____ 208 A. MABINI STREET, BRGY. 25, MAYPAJO, CALOOCAN CITY		PAYMENT TERM 30 days		
MODE OF PROCUREMENT Small Value Procurement		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
General Services Division (GSD) with proper documentary requirements.				
II. ROLES AND RESPONSIBILITIES OF THE CONTRACTOR <ul style="list-style-type: none">• 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 Designer.• 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) <ul style="list-style-type: none">• CITEM EDD Designers will be providing the following requirements for a smooth delivery of this contract:<ol style="list-style-type: none">a. Complete Technical Drawingsb. 3D renditionsc. Checklist of requirements with specifications				
TOTAL AMOUNT IN WORDS:				Php
<i>This order is placed subject to the following terms and conditions:</i> <p>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.</p>				
Very truly yours,  ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept.		BUR No. <u>CMP-25050676</u> DATE <u>May 7, 2025</u> AMOUNT <u>₱281,780.00</u>		
CONFORME:  Gregoria E. Garcia Name & Signature of Contractor/Supplier		Recommended by:  MARJO F. EVIO Department Manager, SBD		
May 14, 2025 Date		Approved by:  ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR		
		Funds Available:  WILMA G. DULAO OIC-Chief Controllorship		

JOB ORDER

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	PR No.: 2025-0263	PR Date: 04/16/2025		

CONTRACTOR/SUPPLIER FRANC & MARCEL GRAPHICS AND CONSTRUCT CORP. ADDRESS 208 A. MABINI STREET, BRGY. 25, MAYPAJO, CALOOCAN 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
• CITEM EDD Designers 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 online meeting and assessment conducted by a representative from the Exhibition Design Division.			
IV. ITEMS TO BID			
ITEM ITEMS TO BID	QTY	UNIT	
I. MOBILIZATION COST Fabrication, Hauling, Installation, Dismantling	1.00	LOT	
II. FLOORING Needle Punch Carpet - Orange <i>Purchase</i>	30.00	SQM	
III. PAVILION STRUCTURE a. Pavilion Structure in 2" x 2" square tubular metal in approved paint finish with colored twin wall poly-carbonate sheets covered with translucent graphic film <i>Rental</i>	1.00	LOT	

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 Department Manager, Corporate Services Dept.

BUR No. CMP-25050676
 DATE May 7, 2025
 AMOUNT 928,780.00

Recommended by:

MARJORIE EVIO
 Department Manager, SBD

CONFORME:

Gregoria E. Garcia
Name & Signature of Contractor/Supplier
May 14, 2025
Date

Funds Available:

WILMA G. DULAY
 OIC-Chief Controllorship

Approved by:

ROMLEAH JULIET P. OCAMPO
 EXECUTIVE DIRECTOR

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CONTRACTOR/SUPPLIER FRANC & MARCEL GRAPHICS AND CONSTRUCT CORP. ADDRESS 208 A. MABINI STREET, BRGY. 25, MAYPAJO, CALOOCAN 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	ITEMS TO BID	QTY	UNIT	
III.	PAVILION COMPONENTS			
a.	Seating area in 3/4" thk plywood base in approved paint finish with cushion in leatherette with integrated convenience outlet Rental	2.00	UNITS	
b.	Reception Counter in 1.40m x 0.50m x 1.00m H in 3/4" thk plywood in black laminate with matching PVC Edging Rental	1.00	UNIT	
c.	Storage cabinet in 1.20m x 0.40m x 0.90m H in 3/4" thk plywood in black laminate with matching PVC edging and door handles for cabinet doors Rental	1.00	UNIT	
d.	Round table in 0.60m diameter x 0.75m height in black laminate with matching edging and metal base support Rental	5.00	UNITS	
IV.	GRAPHICS REQUIREMENTS			
a.	Panaflex print on existing structure Purchase	15.00	SQM	
b.	Sticker on sintra board Purchase	10.00	SQM	
c.	Sticker cut-out Purchase	6.00	SQM	
V.	ELECTRICAL			
a.	2 gang convenience Rental	6.00	UNITS	
b.	Installation of existing spotlights	1.00	LOT	
c.	Wiring and conduits	1.00	LOT	

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

ATTY. ANNA GRACE MARPURI
 Department Manager, Corporate Services Dept.

CONFORME:


Gregoria E. Garcia

Name & Signature of Contractor/Supplier

May 14, 2025
 Date

BUR No. CMP-23050676

DATE May 7, 2025

AMOUNT P287,780.00

Funds Available:


WILMA G. DULAYO

OIC-Chief Controllorship

Recommended by:


MARIO FLEVIO

Department Manager, SBD

Approved by:


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. Puyat Avenue
1300 Pasay City, Metro Manila, Philippines
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JO Number:
2025-0263

JO Date
04/29/2025

PAGE

6-6

PR No.:
2025-0263

PR Date:
04/16/2025

CONTRACTOR/SUPPLIER **FRANC & MARCEL GRAPHICS AND CONSTRUCT CORP.**

ADDRESS _____

208 A. MABINI STREET, BRGY. 25, MAYPAJO, CALOOCAN 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

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: TWO HUNDRED EIGHTY ONE THOUSAND SEVEN HUNDRED EIGHTY PESOS

Php **281,780.00**

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
Department Manager, Corporate Services Dept.

CONFORME:

Gregoria E. Garcia

Name & Signature of Contractor/Supplier

May 14, 2025

Date

BUR No.

CMD-25050676

DATE

May 7, 2025

AMOUNT

281,780.00

Recommended by:

MARJO F. EVIO

Department Manager, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR

Funds Available

WILMA G. DULAY

OIC-Chief Controllershship