

# 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:  
2025-0232  
PR No.:  
2025-0232

JO Date  
04/22/2025  
PR Date:  
04/02/2025

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CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTIONS INC.

ADDRESS 17 Jakarta Street, BF Homes, Paranaque 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
<p>FABRICATION, DELIVERY, MOBILIZATION, INSTALLATION, AND DISMANTLING OF REGISTRATION AND LOBBY SET-UP FOR IFEX PHILIPPINES 2025</p> <p>Period of Engagement:</p> <p>Ingress: 19-21 May 2025</p> <p>Event Proper: 22-24 May 2025</p> <p>Egress : 24 May 2025</p> <p>Location: WORLD TRADE CENTER, METRO MANILA, PHILIPPINES</p> <p>I. DETAILED SCOPE OF WORK:</p> <p>a. Fabrication and Construction</p> <ul style="list-style-type: none"> <li>* Produce and install high-quality graphics, signage, and branding elements for this requirement, if applicable.</li> <li>* Contractor shall provide color proofing of all signage requirements and must be aligned with the provided color proofing of CITEM EDD.</li> </ul> <p>b. Project Management and Coordination</p> <ul style="list-style-type: none"> <li>* Assign a project manager to oversee design, fabrication, logistics and coordination with event organizers.</li> <li>* Ensure timely delivery of the requirement based on the indicated schedule of</li> </ul>			PHP318,000.00

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

JOSEPH LAURENT G. ALCASABAS

May 6, 2025

BUR No. IFEX-25040627

DATE April 30, 2025

AMOUNT ₱ 318,000.00

Funds Available:

WILMA G. DULAY

OIC-Chief Controllership

Recommended by:

ROWENA G. MENDOZA

Department Manager III, CSD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

# JOB ORDER

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04/02/2025

CONTRACTOR/SUPPLIER **TEN O FIVE PRODUCTIONS INC.**

ADDRESS **17 Jakarta Street, BF Homes, Paranaque 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
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.			
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.			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

May 6, 2025

Date

BUR No. IFEX-25040627

DATE April 30, 2025

AMOUNT ₱ 318,000.00

Funds Available:

WILMA G. DULAY

OIC-Chief Controllership

Recommended by:

ROWENA G. MENDOZA  
Department Manager III, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director



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CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTIONS INC.

ADDRESS 17 Jakarta Street, BF Homes, Paranaque 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
<p>* Assign personnel for on-site troubleshooting and support throughout the exhibition.</p> <p>h. Dismantling</p> <p>* Safely dismantle and remove all structural requirements after the event within the given egress period.</p> <p>i. Turn-over of Purchased Items</p> <p>* 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.</p> <p>II. ROLES AND RESPONSIBILITIES OF THE CONTRACTOR</p> <p>* 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 suggest a more efficient assembly or construction but must be implemented with the approval of CITEM EDD Designer.</p> <p>* If necessary, the contractor shall provide proofs and swatches prior to final fabrication for approval.</p> <p>* Provide sufficient manpower and materials for the installation of the requirement.</p>			

TOTAL AMOUNT IN WORDS:

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

May 6, 2025

Date

BUR No. LEGX-25040627

DATE April 30, 2025

AMOUNT ₱ 318,000.00

Funds Available:

WILMA G. DULAY

OIC-Chief Controllership

Recommended by:

ROWENA G. MENDOZA

Department Manager III, CSD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

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CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTIONS INC.  
ADDRESS 17 Jakarta Street, BF Homes, Paranaque 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
<p>* Complete the scope of work within the ingress proper.</p> <p>* Updated EDD on work status/progress of fabrication.</p> <p>III. ROLES AND RESPONSIBILITIES OF CITEM</p> <p>* CITEM EDD Designers will be providing the following requirements for a smooth delivery of this contract:</p> <p>a. Complete Technical Drawings</p> <p>b. 3D renditions</p> <p>c. Checklist of requirements with specifications</p> <p>* CITEM EDD Designer will be closely monitoring all necessary requirements such as but not limited to:</p> <p>a. Approval of swatches</p> <p>b. Monitoring of color proofing</p> <p>IV. OTHER CONDITIONS</p> <p>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.</p>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI  
Department Manager III, CSD

BUR No. IFEX-25040627

DATE April 30, 2025

AMOUNT ₱318,000.00

Recommended by:

Rowena G. Mendoza  
ROWENA G. MENDOZA  
Department Manager III, CSD

CONFORME:

Joseph Laurent G. Alcasabas  
JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

May 6, 2025

Date

Funds Available:

Wilma G. Dulay  
WILMA G. DULAY  
OIC-Chief Controllership

Approved by:

Romleah Juliet P. Ocampo  
ROMLEAH JULIET P. OCAMPO  
Executive Director



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CONTRACTOR/SUPPLIER **TEN O FIVE PRODUCTIONS INC.**

ADDRESS **17 Jakarta Street, BF Homes, Paranaque 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
<b>V. ITEMS TO BID</b>			
<b>I. MOBILIZATION COST</b>	1 lot		
a. Fabrication, Hauling, Installation, Dismantling			
<b>II. REGISTRATION COUNTER (RENTAL)</b>	2 sets		
a. 1.00m x 8.00m x 1.05mH Painted Structure with 3/4" x 4' x 8' Plywood with laminate and 2"x2" Kiln Dried Framing			
<b>III. LOBBY SET-UP (RENTAL)</b>			
a. Corrugated Box A - 0.50m x 0.50m x 0.50mH	7 units		
b. Corrugated Box B - 0.80m x 0.50m x 0.70mH	5 units		
c. Standard Wooden Pallet 1.00m x 1.20m x 0.15mH	2 units		
d. Custom Wooden box in 3/4" x 4' x 8' Marine Plywood	1 unit		
e. Scaffolding H-frame set 1.20 x 1.70m	11 units		
<b>IV. BACKWALL ENHANCEMENT (RENTAL)</b>			
a. 1.00m x 8.00m Awning fabric with galvanized steel chain and hook	2 sets		
<b>V. GRAPHICS (PURCHASE)</b>			
a. Tarpaulin with print (scaffolding)	35.0 SQM		
b. Printable Sticker (registration counter)	12.0 SQM		
c. Sticker mounted on sintraboard (backwall)	3.60 SQM		

TOTAL AMOUNT IN WORDS:

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Very truly yours,

**ATTY. ANNA GRACE I. MARPURI**

Department Manager III, CSD

CONFORME:

**JOSEPH LAURENT G. ALCASABAS**

Name & Signature of Contractor/Supplier

May 6, 2025

BUR No. **IFEX-25040637**

DATE **April 30, 2025**

AMOUNT **P318,000.00**

Funds Available:

**WILMA G. DULAY**

OIC-Chief, Controllorship

Recommended by:

**ROWENA G. MENDOZA**

Department Manager III, CBD

Approved by:

**ROMLEAH JULIET P. OCAMPO**

Executive Director

# JOB ORDER

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CONTRACTOR/SUPPLIER **TEN O FIVE PRODUCTIONS INC.**  
 ADDRESS **17 Jakarta Street, BF Homes, Paranaque 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
VI. EQUIPMENT (PURCHASE)			
a. Pallet Jack	1 unit		
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.			
RISK PROTECTION AND MANAGEMENT			
Deductions shall be implemented under the following conditions:			
a. A 10% deduction will be applied for the incomplete delivery of the pavilion if deemed unreasonable by the Exhibition Design Division.			
b. Deductions will be applied for any undelivered items listed in the "Items to Bid" section of this requirement.			
c. A deduction will be imposed for the late turnover of requirements if deemed unreasonable.			

TOTAL AMOUNT IN WORDS: **THREE HUNDRED EIGHTEEN THOUSAND PESOS** **Php318,000.00**


This order is placed subject to the following terms and conditions:

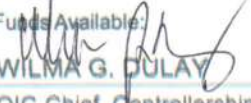
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Very truly yours,  
  
**ATTY. ANNA GRACE I. MARPURI**  
 Department Manager III, CSD

BUR No. **IFGX-25040627**  
 DATE **April 30, 2025**  
 AMOUNT **₱ 318,000.00**

Recommended by:  
  
**ROWENA G. MENDOZA**  
 Department Manager III, CBD

CONFORME:  
  
**JOSEPH LAURENT G. ALCASABAS**  
 Name & Signature of Contractor/Supplier  
 May 6, 2025  
 Date

Funds Available:  
  
**WILMA G. PULAY**  
 OIC-Chief, Controllorship

Approved by:  
  
**ROMLEAH JULIET P. OCAMPO**  
 Executive Director