

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: 2024-0472	JO Date: 10/11/2024	PAGE 1/3
			PR No.: 2024-0472	PR Date: 10/01/2024

CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTION ADDRESS 17 JAKARTA ST., BF HOMES PARANAQUE CITY MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM _____ 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
HIRING OF PRODUCTION OUTFIT FOR MANILA FAME 2024 MEDIA PREVIEW			
I. Event Details			
EVENTS DATES	OCTOBER 10, 2024 (02:00PM)		
INGRESS DATE	OCTOBER 10, 2024 (02:00AM)		
EGRESS DATE	OCTOBER 10, 2024 (CLOSING OF EVENT)		
VENUE	PHILIPPINE DIAMOND HOTEL & RESORT INC.		
II. Indicative Program			
TIMES	PECIFICS	SPEAKER	
02:00PM - 02:30PM	Registration Proper		
02:30PM - 02:35PM	Opening by Host		
02:35PM - 02:40PM	Prelude to Video	Project Director	
02:40PM - 02:50PM	Playing of Manila Fame Primer		
02:55PM - 03:00PM	Launching of Manila Fame Scent		
03:00PM - 03:02PM	Introduction to Speakers		
03:02PM - 03:30PM	Panel Discussion	CITEM Officials, Onboard Design Consultant, Buyer Agent, and Host	
III. Event Requirements The hired Contractor shall supply the following requirement:			
EQUIPMENT RENTAL			
SPECIFICS	NO. OF UNITS	DESCRIPTION	
LED WALL	1 lot	9 feet x 12 feet with LED covering and riser	
Lighting Provision	1 lot	Lighting provision applicable for Media Preview or Interview set-up	
Professional Sound System	1 lot	(1 lot) Sound System Specific Requirement - music include: (4 units) Wireless microphones (6 units) Comsets	
Camera Set-up	2 units (1 static, 1 roving)	Live streaming and recording	
TOTAL AMOUNT IN WORDS:			Php

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Very truly yours,

ATTY. MARY JANE DIAGRO-GERONIMO, CPA
 Procurement Unit Head

CONFORME:

JOSEPH LAURENT G. ALCASABAS
 Name & Signature of Contractor/Supplier

_____ Date _____

BUR No. MF-24111369
 DATE NOV. 20, 2024
 AMOUNT ₱ 300,000-

Funds Available:

MALERNA C. BUYAO
 Chief Controllorship

Recommended by:

NORMAN D. BAGULBAGUL
 Acting DM, CCSD

Approved by:

LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR

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CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTION	DELIVERY TERM _____
ADDRESS 17 JAKARTA ST., BF HOMES PARANAQUE CITY	PAYMENT TERM _____
MODE OF PROCUREMENT Small Value Procurement	PLACE OF DELIVERY _____
	DATE OF DELIVERY _____

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
MANPOWER			
SPECIFICS	NO. OF UNITS.	DESCRIPTION	
Host/Masters of Ceremony	1 pax	Shall be in-charge of welcoming guests, introducing speakers, and proving needed fillers during the Media Preview. Must meet with the CITEM Project Office prior start of event to conduct a pre-production meeting and technical run to rehearse visuals and script for the event. Contracted according to the submitted final program by CITEM. (Must be approved by CITEM)	
Production Team	3 pax	Shall be in-charge of the installation and dismantling of all the inclusive equipment.	
Audio and Visual Operators	2 pax	In charge of operating the assigned equipment and ensuring the functionality of the rented equipment. Must know how to handle music selection in coordination with the team, and to handle over-all show production and stage direction.	
Camera men	2 pax	In charge of operating the camera during live broadcasts or other programming.	
Camera Switch and Monitor	1 pax	In charge of switching views on monitor/live.	
Technical Director	1 pax	In charge of event direction and specifics during the live events according to the agreed program with CITEM. Must ensure the smoothness of the transition of segments according to the program.	

OTHER REQUIREMENTS			
SPECIFICS	NO. OF UNITS	DESCRIPTION	
Event Script	1-day event script	Must provide a transcript where the dialogue of the host, and one or more presenters and the order in which they will occur is indicated.	
Live Streaming	1 lot	Production outfit must be able to stream the event on Manila FAME Facebook Page. Production outfit must also provide streaming software. Streaming key/access shall be provided by CITEM.	
Built-up Metal Structure A	1 unit	1.60m x 0.50m x 3.60m H 2"x2" Square Tubular Metal Structure in approved paint finish.	

TOTAL AMOUNT IN WORDS: **THREE HUNDRED THOUSAND PESOS** Php **300,000.00**

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Very truly yours,

ATTY. MARY JANE DIAGRO-GERONIMO, CPA
 Procurement Unit Head

BUR No. MF-2411369
 DATE Nov. 20, 2024
 AMOUNT PHV 300,000-

Recommended by:

NORMAN D. BAGULBAGUL
 Acting DM, CCSD

CONFORME:

JOSEPH LAURENT G. ALCASABAS
Name & Signature of Contractor/Supplier

Funds Available:

MALERNA C. BOYAO
 Chief Controllership

Approved by:

LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
Built-up Metal Structure B	2 units	1.20m x 0.70m x 2.40mH 2"x2" Square Tubular Metal Structure in approved paint finish.	
Built-up Metal Structure C	2 units	0.70m x 0.70m x 2.40mH 2"x2" Square Tubular Metal Structure in approved paint finish.	
Floor lights (Purchase)	4 units	(refer to attached design)	

IV. Terms and Conditions

- The Awarded contract for the project is Three Hundred Thousand Pesos (Php300,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
- All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event management contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and Internationally.
- TEN O FIVE PRODUCTION shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of TEN O FIVE PRODUCTION should any part of the deliverables be unsatisfactory.

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

Php**300,000.00**

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ATTY. MARY JANE DIAGRO-GERONIMO, CPA
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BUR No. MF - 2411/369
 DATE Nov. 20, 2024
 AMOUNT ₱ 300,000 -

Recommended by:

NORMAN D. BAGULBAGUL
 Acting DM, CCSD

CONFORME:

JOSEPH LAURENT G. ALCASABAS
Name & Signature of Contractor/Supplier

Funds Available:

MALERNA C. BUYAO
 Chief Controllership

Approved by:

LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR

_____ Date _____



**CENTER FOR INTERNATIONAL
TRADE EXPOSITIONS AND MISSIONS**



08 October 2024

JOSEPH LAURENT G. ALCASABAS
President/CEO
Ten O Five Productions, Inc.
17 Jakarta St., BF Homes
Paranaque City

Dear Mr. Alcasabas:

Please be informed that the Hiring of Production Outfit for Manila FAME 2024 Media Preview was awarded to Ten O Five Productions, Inc.

However, to ensure the services of a production outfit for the Manila FAME 2024 Media Preview which will be held on 10 October 2024, we are issuing this letter-conforme that work may commence, while the Job Order and other documentations are being prepared.

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

Thank you.

Sincerely,

LEAH PULIDO OCAMPO
Executive Director

Conforme:

JOSEPH LAURENT G. ALCASABAS
President/CEO
Ten O Five Productions, Inc.

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