





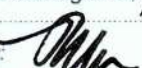


JOB ORDER

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: 2025-0227	JO Date: 05/14/2025	PAGE 1 of 5
		PR No.: 2025-0227	PR Date: 04/02/2025	
CONTRACTOR/SUPPLIER TINCHIYAH ADVERTISING		DELIVERY TERM		
ADDRESS Brgy. NS Amoranto, Quezon 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
PROJECT: IFEX PHILIPPINES 2025				
SUBJECT: HIRING OF OFFICIAL EXHIBITION SIGNAGE				
CONTRACTOR FOR IFEXPH 2025 MEDIA PREVIEW				
Period of Engagement:				
Ingress: 14 May 2025				
Event Proper: 15 May 2025				
Egress : 15 May 2025				
Location: WEDDING RESOURCES & EVENTS MGNT CORP (Casa Ibarra)				
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				
TOTAL AMOUNT IN WORDS:				Php 79,000.00
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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,  ATTY. ANNA GRACE I. MARPURI Department Manager III, CSCD		BUR No. 1P-CORPAM-25050736 Recommended by:  JOSEPH D. BERNAT Department Manager III, QCSD		
CONFORME:		DATE MAY 17, 2025		
 Name & Signature of Contractor/Supplier		AMOUNT ₱ 79,000		
Date		Funds Available:  WILMA G. DULAY 05/20/25 OIC-Chief Controllershship		
		Approved by:  ROMLEAH JULIET P. OCAMPO Executive Director		

JOB ORDER

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CONTRACTOR/SUPPLIER TINCHIAH ADVERTISING ADDRESS Brgy. NS Amoranto, Quezon 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
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. Graphics and Signage Production			
* Produce and Install high-quality graphics, signage and branding elements for this requirement, if applicable.			
e. 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			
f. Dismantling			
* Safely dismantle and remove all structural requirements after the event within the given egress period.			
g. Turn-over of Purchased Items			
* All above item/s is/are property of CITEM after the event unless indicated as			

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD	BUR No. IP-Corpcor-25050736 DATE MAY 17, 2025 AMOUNT ₱79,000	Recommended by: JOSEPH D. BERNAT Department Manager III, CCSD
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CONFORME: Name & Signature of Contractor/Supplier Date _____	Funds Available: WILMA G. DULAY 05/20/25 OIC-Chief Controllorship
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	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
(632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965
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PR Date:
04/02/2025

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CONTRACTOR/SUPPLIER **TINCHIAH ADVERTISING**

ADDRESS **Brgy. NS Amoranto, Quezon 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

rental. Items shall be delivered to the CITEM office and shall be received by the

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 exhibition signages according to the guidelines provided by the designer. Suppliers may suggest 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 AND RESPONSIBILITIES OF CITEM

- * CITEM EDD Designers will be providing the following requirements for a smooth delivery of this contract:
 - a. Complete Technical Drawings
 - b. 3D renditions

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

Raymon G. Ferrans
Name & Signature of Contractor/Supplier

Date

BUR No. IP-CORP-25050736

DATE MAY 19, 2025

AMOUNT ₱79.00

Funds Available:

for: *William*
WILMA G. DULAY 05/20/25

OIC-Chief Controllorship

Recommended by:

Joseph D. Bernat
JOSEPH D. BERNAT
Department Manager III, CSD

Approved by:

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

JOB ORDER

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PR Date:
04/02/2025

CONTRACTOR/SUPPLIER **TINCHIAH ADVERTISING**

ADDRESS **Brgy. NS Amoranto, Quezon 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
c. Checklist of requirements with specifications			
* CITEM EDD Designer 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.			
V. ITEMS TO BID			
I. MOBILIZATION / TRANSPORTATION COST	1 lot	14,000.00	14,000.00 ✓
II. PRINTING, DELIVERY, INSTALLATION, DISMANTLING AND 2-WAY HAULING (PURCHASE)			
a. Tarpaulin with Print	30 sqm	215.00	6,450.00 ✓
b. Perforated Tarpaulin with Print	8.05 sqm	300.00	2,415.00 ✓
c. Printable Sticker	4.90 sqm	900.00	4,410.00 ✓
d. Printable Sticker on Foamboard/Sintraboard	20 sqm	950.00	19,000.00 ✓
e. 2" x 2" Wood framing structure	55 lm	595.00	32,725.00 ✓

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSO

CONFORME:

Reymon G. Ferreras
Name & Signature of Contractor/Supplier

Date

BUR No. **IP-COMP-2025-236**

DATE **MAY 19, 2025**

AMOUNT **₱79,000**

Funds Available for:

WILMAY G. DULAY 05/20/25

OIC-Chief Controllorship

Recommended by:

JOSEPH D. BERNAT
Department Manager III, CSO

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director

JOB ORDER

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		PR No.:	PR Date:	
		2025-0227	04/02/2025	

CONTRACTOR/SUPPLIER TINCHIAH ADVERTISING

ADDRESS Brgy. NS Amoranto, Quezon 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
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VI. 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.

VII. RISK PROTECTION AND MANAGEMENT

Deductions shall be implemented under the following conditions:

- A 10% deduction will be applied for the incomplete delivery of the exhibition signage requirements 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: **SEVENTY NINE THOUSAND PESOS**

Php79,000.00

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:


Name & Signature of Contractor/Supplier

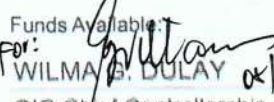
Date

BUR No. IP-CORPCOM - 25050736

DATE MAY 19, 2025

AMOUNT ₱79,000


Funds Available:

For: 
WILMA B. DULAY
OIC-Chief Controllorship

Recommended by:


JOSEPH D. BERNAT
Department Manager III, CSD

Approved by:


ROMLEAH JULIET P. OCAMPO
Executive Director