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:	JODate	PAGE
2026-0821	08/25/2026	1of2
PR No.: 2026-0821	PR Date: 08/18/2026	

CONTRACTOR/SUPPLIER: KY-POST DESIGN INTERNATIONAL CO., LTD.
ADDRESS: 8F, No. 552, Sec. 5, Chung Hsiao E. Road, Xinyi Dist., Taipei City, Taiwan
MODE OF PROCUREMENT: OVERSEAS PROCUREMENT

DELIVERY TERM:
PAYMENT TERM: 30 days
PLACE OF DELIVERY:
DATE OF DELIVERY: August 25-29, 2026

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
INSTALLATION, DISMANTLING AND HAULING OF BOOTH ENHANCEMENTS FOR PHIL. PARTICIPATION IN SDG ASIA 2026 Date Needed / Delivery Date: Ingress: August 25-26, 2026 Event Proper: August 27-29, 2026 Egress: August 29, 2026 Booth Details: - Total Area: 27 sq.m. - Location: Taipei World Trade Center, Taiwan Inclusions: 1. Installation, Dismantling and Hauling 2. Graphics printing and installation 3. Cost must include all applicable taxes Scope of Work: A. Installation of Enhancements 1. Ensure high-quality materials are used for durability and visual appeal. 2. Supervise the installation and ensure the booth is ready before the trade show opening in coordination with the CITEM on-site representative. 3. Ensure adherence to international safety and environmental standards	1 lot		USD4,838.00 or a total of PHP298,673.93

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 _____ 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,
[redacted]
ATTY. GIRLIE MEI D. CONTAWAY
OIC-Procurement Unit

BUR No. SDG-260 8769
DATE 8/28/2026
AMOUNT 298,673.93

Recommended by:
[redacted]
ROWENA D. MENDOZA
Department Manager, CBD

CONFORME:
[redacted]
Name & Signature of Contractor/Supplier
Date

Funds [redacted]
JOMIL R. SALON
Chief, Controllership Div.

Approved by:
[redacted]
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
info@citem.com.ph www.citem.com.ph

JO Number:	JO Date	PAGE
2026-0821	08/25/2026	2of2
PR No. 2026-0821	PR Date: 08/18/2026	

CONTRACTOR/SUPPLIER: KY-POST DESIGN INTERNATIONAL CO., LTD.
ADDRESS: 8F, No. 552, Sec. 5, Chung Hsiao E. Road
Xinyi Dist., Taipei City, Taiwan
MODE OF PROCUREMENT: OVERSEAS PROCUREMENT

DELIVERY TERM:
PAYMENT TERM: 30 days
PLACE OF DELIVERY:
DATE OF DELIVERY: August 25-29, 2026

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
B. Dismantling 1. Oversee the dismantling of the booth after the trade show, ensuring all materials are handled properly. C. On-site Support 1. Provide technical support and on-site assistance during the trade show for any booth-related issues or adjustments 2. Ensure the booth maintains its quality and functionality throughout the event 3. Provide high-resolution photos of the fully completed Pavilion before event proper as part of the turnover process.			

FOUR THOUSAND EIGHT HUNDRED THIRTY-EIGHT US DOLLARS — USD4,838.00

TOTAL AMOUNT IN WORDS: TWO HUNDRED NINETY-EIGHT THOUSAND SIX HUNDRED SEVENTY-THREE PESOS & 93/100 — Php298,673.93

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 _____ 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,
[redacted]
ATTY. GIRLIE MEI D. CUNTAPAY
OIC-Procurement Unit

BUR No. SDG-26081769
DATE 8/28/2026
AMOUNT 298,673.93

[redacted]
ROWENA D. MENDOZA
Department Manager, CBD

CONFORME:
[redacted]
Name & Signature of Contractor/Supplier
Date

Fund [redacted]
JOMIL R. SALON
Chief, Controllership Div.

Approved by:
[redacted]
ROMLEAH JURIET P. OCAMPO
Executive Director