

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	dti DEPARTMENT OF TRADE AND INDUSTRIAL DEVELOPMENT	JO Number: 2024-0276	JO Date: 07/10/2024	PAGE 1/2
	PR No.: 2024-0276	PR Date: 07/04/2024		

CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTION INC. 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 CREATE PHILIPPINES X MIPAM KICK OFF PROGRAM	1 lot		100,000.00

I. Event Details
 Event Specifics: Create Philippines x MIPAM – Kick off program
 Event: Dates July 11, 2024
 Ingress Date: July 11, 2024 (Exact time to be advised)
 Egress Date: July 11, 2024 (Exact time to be advised)
 Venue: University Theater - University of the Philippines, Manila

II. Indicative Program

TIME	ACTIVITY	SPEAKER/PARTY INVOLVED
1:30PM	Registration	CCP
1:30PM	02:00PM CCP Institutional Video, CITEM Institutional Videos, CCP Chime	CCP Tech
02:00PM	02:05PM Opening Spiels	Emcee Jill Samodio
02:05PM	02:10PM Introduction of Guests and Performer	Emcee Jill Samodio
02:10PM	02:30PM Opening Program	CCP President Kaye C. Tinga CITEM ED Leah P. Ocampo Performance, other VIPs*
02:30PM	02:35PM Introduction of Keynote Speaker 1	Emcee Jill Samodio
02:35PM	03:05PM Keynote 1: The Creative Industry & Global Market	Mr. Dennis Marasigan, Vice President and Artistic Director of the Cultural Center of the Philippines
03:05PM	03:10PM Introduction of Keynote Speaker 2	Emcee Jill Samodio
03:10PM	03:40PM Keynote 2: Expanding Horizons - International Opportunities	Ms. Vanini Belarmino, Founder and Managing Partner of Belarmino&Partners
03:40PM	04:00PM Q & A - Panel	Moderator Ms. Jill Samodio
04:00PM	04:00PM Presentation of Regional Partners and Speakers	Moderator Ms. Jill Samodio
04:00PM	04:05PM Closing Remarks	Mr. Dennis Marasigan, Vice President and Artistic Director of the Cultural Center of the Philippines
04:05 PM	CCP Forthcoming Activities Loop, CITEM Forthcoming Activities Loop	CCP

III. Requirements

SPECIFICS	NO. OF UNITS	DESCRIPTION
LED Wall	1 lot	9 ft x 12ft with System, structure and structure covering
Lighting Provision	1 lot	Lighting provision applicable for conference speakers
Basic Sound System	1 lot	Ideal for a small theater of 150 pax
Production team	3 pax	Shall be in-charge of the installation and dismantling of the lighting and sound equipment
Audio and Visual Operators	3 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
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

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 **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
 OIC- DM, Corporate Services Dept. *dmr*

CONFORME:

JOSEPH LAURENT G. ALCASABAS
 Name & Signature of Contractor/Supplier
 July 11, 2024
 Date

BUR No. **CMF 2407023**
 DATE **11 July 2024**
 AMOUNT **₱ 100,000**

Funds Available:
MALERNA O BUAYAO
 Chief Controllership

Recommended by:

NORMAN D. BAGULBAGUL
 OIC-DC, CCSD

Approved by:

LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR

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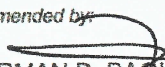

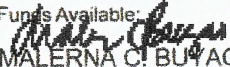

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
V. TERMS AND CONDITIONS			
1. The awarded amount for the project is One Hundred Thousand Pesos (P100,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.			
2. 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.			
3. Ten o Five 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 the winning bidder should any part of the deliverables be unsatisfactory.			

TOTAL AMOUNT IN WORDS: **ONE HUNDRED THOUSAND PESOS ONLY** Php 100,000.00

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Very truly yours, ATTY. ANNA GRACE I. MARPURI OIC- DM, Corporate Services Dept. <i>dm 9</i>	BUR No. <u>CMP2407023</u> DATE <u>11 July 2024</u> AMOUNT <u>P100,000</u>	Recommended by:  NORMAN D. BAGULBAGUL OIC-DC, CCSD
CONFORME:  JOSEPH LAURENT G. ALCASABAS <small>Name & Signature of Contractor/Supplier</small> July 11, 2024 <small>Date</small>	Funds Available:  MALERNA C. BUYAO Chief Controllorship	Approved by:  LEAH BULIDO OCAMPO EXECUTIVE DIRECTOR