

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 <small>DEPARTMENT OF TRADE AND INDUSTRY</small>	JO Number: 2025-0231	JO Date: 04/22/2025	PAGE 1 of 6
	PR No.: 2025-0231	PR Date: 04/02/2025		

CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTIONS, INC. ADDRESS 17 Jakarta St., 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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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
FABRICATION, DELIVERY, MOBILIZATION, INSTALLATION AND DISMANTLING OF FLAVOR FINDS FOR IFEX PHILIPPINES 2025.			PHP830,000.00

Period of Engagement:

Ingress: 19-21 May 2025

Event Proper: 22-24 May 2025

Egress : 24 May 2025

Location: WORLD TRADE CENTER, METRO MANILA, PHILIPPINES

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
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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 14, 2025
Date

BUR No. **IFEX-25050677**

DATE **May 7, 2025**

AMOUNT **9830,000.00**

Recommended by:

ROWENA G. MENDOZA
Department Manager III, CSD

Funds Available:

WILMA G. DULAY
OIC-Chief Controllorship

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director

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CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTIONS, INC. ADDRESS 17 Jakarta St., 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
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 F. MARPURI
Department Manager III, CSD

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

May 14, 2025

Date

BUR No. **1FGX-25050677**

DATE **May 7, 2025**

AMOUNT **9830,000.00**

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

ROVENA G. MENDOZA
Department Manager III, CSD

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director

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CONTRACTOR/SUPPLIER <u>TEN O FIVE PRODUCTIONS, INC.</u> ADDRESS <u>17 Jakarta St., BF Homes, Paranaque City</u> MODE OF PROCUREMENT <u>Small Value Procurement</u>	DELIVERY TERM _____ PAYMENT TERM <u>30 days</u> PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
* Assign personnel for on-site troubleshooting and support throughout the exhibition. h. Dismantling * Safely dismantle and remove all structural requirements after the event within the given egress period. i. Turn-over of Purchased Items * 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.			
II. ROLES AND RESPONSIBILITIES OF THE CONTRACTOR * 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. * 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.			

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 14, 2025
Date

BUR No. IFEX-25050677

DATE May 7, 2025

AMOUNT ₱ 830,000.00

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

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

ADDRESS **17 Jakarta St., 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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ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

May 14, 2025

Date

BUR No. **1/EX-25050677**

DATE **May 7, 2025**

AMOUNT **₱ 830,000**

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 ST. 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
V. ITEMS TO BID			
I. MOBILIZATION COST	1.00	lot	
Fabrication, Hauling, Installation, Dismantling			
II. PAVILION STRUCTURE			
a. Standard scaffolding H-frame set with catwalk and wheels (1.20m x 1.80m x 1.70mH) RENTAL Scaffolding must be presentable and in good condition	30.00	units	
III. METAL DISPLAY RACKS			
a. 0.90M x 0.30m x 1.80m H 5-tier black metal rack shelving with clear acrylic enclosure and wooden accent with sticker on sintra board RENTAL	52.00	units	
IV. PROPS			
a. 1.00m x 1.00m x 1.00m H Wooden crate in 3/4" thk plywood with sticker on sintra board accents RENTAL	4.00	units	
b. 0.50m x 0.70m x 0.80m H Corrugated box A RENTAL	15.00	units	
c. 0.50m x 0.50m x 0.50m H Corrugated box B RENTAL	30.00	units	
d. Wooden Pallet RENTAL	10.00	units	
e. Triangular Pedestal A in 3/4" thk plywood in approved paint finish (drawing to be provided) RENTAL	2.00	units	
f. Triangular Pedestal B in 3/4" thk plywood in approved paint finish (drawing to be provided) RENTAL	4.00	units	
g. Triangular Pedestal C in 3/4" thk plywood in approved paint finish (drawing to be provided) RENTAL	4.00	units	
IV. GRAPHICS REQUIREMENTS			
a. Printed Tarpaulins with proper hanging mechanism and accessories PURCHASE	85.00	sqm	

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Department Manager, Corporate Services Dept.

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Department Manager, CSD

Approved by:

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EXECUTIVE DIRECTOR

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
b. Floor stickers in colored or printed vinyl PURCHASE	20.00	sqm	
c. Product information-sticker on sintra board PURCHASE	10.00	sqm	
V. ELECTRICAL			
a. 2 gang convenience RENTAL	6.00	units	
b. 30 watts - Warm white LED Spotlight RENTAL	60.00	units	
c. 10 watts - Warm white - LED strip light eye protection waterproof IP67 AC 220V flexible rope tube RENTAL	120.00	meters	
d. Wiring and conduits	1.00	lot	

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 pavilion 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: EIGHT HUNDRED THIRTY THOUSAND PESOS	Php 830,000.00
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Department Manager, Corporate Services Dept.

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Name & Signature of Contractor/Supplier

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Date

BUR No. **1P6X-25050677**

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AMOUNT **₱ 830,000.00**

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OIC-Chief Controllorship

Recommended by:


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Department Manager, CBD

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EXECUTIVE DIRECTOR