

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: 2025-0259	JO Date: 04/29/2025	PAGE 1-7
	PR No.: 2025-0259	PR Date: 04/14/2025		

CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTIONS INC. ADDRESS 17 JAKARTA STREET, 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
Hiring of PRODUCTION OUTFIT for IFEX PHILIPPINES 2025 PRESS CONFERENCE AND KATHA AWARDING Ingress: May 14, 2025 Event Proper: May 15, 2025 Egress: May 15, 2025 I. Detailed Scope of Work a. Supply of Technical Requirements a.1 LED Display Solutions <ul style="list-style-type: none"> Supply and install LED walls/screens for the designated areas Ensure high-resolution display, proper brightness, and seamless integration with the event's AV system. Provide video processing equipment, including media players, switchers, and control systems. Support multiple input formats for presentations, videos, and live feeds. Conduct pre-event testing and ensure all LED screens function correctly throughout the event a.2 Lighting System <ul style="list-style-type: none"> Design and provide stage lighting and ambient lighting applicable for the event. Supply intelligent lighting fixtures, including spotlights, moving heads, LED par lights, and wash lights. Ensure lighting is synchronized with event programming, including performances and presentations (if applicable) Provide control consoles and trained operators for real-time lighting adjustments. 	1 lot		Php350,000.00

TOTAL AMOUNT IN WORDS:	Php
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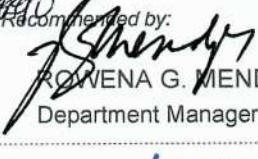
This order is placed subject to the following terms and conditions:

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.

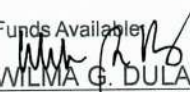
Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 Department Manager, Corporate Services Dept.
 CONFORME:

BUR No. **IP-COPPCm-2505000**
 DATE **May 13, 2025**
 AMOUNT **₱350,000.00**

Recommended by:

ROWENA G. MENDOZA
 Department Manager, CBD


JOSEPH LAURENT G. ALCASABAS
 Name & Signature of Contractor/Supplier
May 13, 2025
 Date

Funds Available

WILMA G. DULAY
 OIC-Chief Controllorship

Approved by:

ROMLEAH JULIET P. OCAMPO
 EXECUTIVE DIRECTOR

JOB ORDER

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CONTRACTOR/SUPPLIER <u>TEN O FIVE PRODUCTIONS INC.</u> ADDRESS <u>17 JAKARTA STREET, 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
<p>◦Implement energy-efficient and safe lighting solutions compliant with venue regulations.</p> <p>a.3 Sound System</p> <p>◦Supply professional-grade microphones (wired,wireless, lapel, headset) for speakers.</p> <p>◦Install and operate audio mixers, amplifiers, and equalizers to ensure balanced sound output.</p> <p>◦Provide on-site sound engineers to monitor and adjust audio levels as needed.</p> <p>◦Minimize audio feedback, echoes, and disturbances during live presentations</p> <p>b. Project Management and Coordination</p> <p>• Assign a project manager to handle coordination meetings, ingress proper and during the event in collaboration with CITEM's project officers.</p> <p>• Ensure timely delivery of the requirement based on the indicated schedule of ingress, event proper, and egress.</p> <p>c. Installation and Set-up</p> <p>• Transport materials and components to the event venue.</p> <p>• Assemble the structural requirements onsite, ensuring stability and proper functionality.</p> <p>d. On-Site Support</p> <p>• Provision of sufficient manpower to work solely for this requirement during ingress and egress proper.</p> <p>• Provide technical assistance during the event to address any issues promptly.</p> <p>• Assign personnel for on-site troubleshooting and support throughout the exhibition.</p>			
TOTAL AMOUNT IN WORDS:			Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager, Corporate Services Dept.

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

May 13, 2025

Date

BUR No. 1P-COMP/CM-25050690

DATE _____

AMOUNT _____

Funds Available:

WILMA G. DULAP

OIC-Chief Controllorship

Recommended by:

ROWENA G. MENDOZA

Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO

EXECUTIVE DIRECTOR

JOB ORDER

CITEM.STR.FR.006

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		PR No.: 2025-0259	PR Date: 04/14/2025	
CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTIONS INC.		DELIVERY TERM _____		
ADDRESS 17 JAKARTA STREET, BF HOMES, PARANAQUE CITY		PAYMENT TERM 30 days		
MODE OF PROCUREMENT Small Value Procurement		PLACE OF DELIVERY _____		
		DATE OF DELIVERY _____		
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DESCRIPTION		QTY/UNIT	UNIT PRICE	AMOUNT
e. Dismantling <ul style="list-style-type: none">• Safely dismantle and remove all structural requirements after the event within the given egress period.				
f. Turn-over of Purchased Items <ul style="list-style-type: none">• All above item/s is/are the 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 <ul style="list-style-type: none">• Attend coordination meeting and technical rehearsals as required by CITEM.• Supply, deliver, install, dismantle, and haul the technical requirements and provision of manpower for IFEX Philippines 2025.• Provide sufficient manpower and materials for the installation of the requirement.• Complete the scope of work within the ingress proper.				
III. Roles/Responsibilities of Center for International Trade Expositions and Missions (CITEM) <ul style="list-style-type: none">• CITEM EDD Designer shall provide:<ul style="list-style-type: none">a. Design and Technical Drawings of the stageb. Directional signage requirementsc. Venue Enhancements (if applicable)• CITEM Project officer shall provide:<ul style="list-style-type: none">d. Technical Script for the event (Final program with reflected graphics/video assets)				
VI. Other Conditions <p>First-time contractors will undergo a mandatory plant visit or participate in an online meeting and assessment conducted by a representative</p>				
TOTAL AMOUNT IN WORDS:			Php	
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Very truly yours,  ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept.		Recommended by:  ROWENA G. MENDOZA Department Manager, GSD		
CONFORME:  JOSEPH LAURENT G. ALCASABAS Name of Signature of Contractor/Supplier		Approved by:  ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR		
May 13, 2025 Date		Funds Available:  WILMA G. DULAY OIC-Chief Controllorship		

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CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTIONS INC. ADDRESS 17 JAKARTA STREET, 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
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from the Exhibition Design Division.

V. Indicative Program

TIME	SPECIFICS
05:00 PM – 06:00 PM	Welcoming of Guests Guests registration They are given a Quiz card and are instructed to go around the exhibition area to engage with all exhibitors and know about their product entries. Media will complete quiz questions for a chance to win a special prize. Katha Awards Quiz Rounds (Gamified) (not yet final) The media and other guests can go around the showcase of the Katha Awards nominees for about one hour. Afterwards, the voiceover talent will announce that the program will start and that the guests need to be seated. VIPs will be escorted from the holding room to the venue after the 1-hour tasting activity. Voiceover talent introduces the program host.
06:00 PM - 06:05 PM	Opening Spiel by Program Host Host briefly talks about the press presentation and a rundown of the segments. Host introduces Executive Director Leah Pulido Ocampo who will give the Welcome Remarks
06:05 PM - 06:10PM	Welcome Remarks Executive delivers speech and then segues to the IFEX Philippines 2025 Explainer Video
06:10 PM - 06:15 PM	IFEX Philippines 2025 Explainer Video Video is played. Host then talks and segues to the introduction of the keynote speaker
06:15 PM - 06:25 PM	Keynote Speaker Preferably sustainability speaker to highlight co-location of SSX
06:25 PM - 06:40PM	Special Recognition: Excellence in Promotion of Philippine Food and Culture FOODPhilippines Advocate Par Excellence Voiceover talent to call RGM for the award backgrounder and announcement. Host to introduce awardees and ED LPO who will be handing out the plaque.

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 Department Manager, Corporate Services Dept.

CONFORME:


JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

May 13, 2025

Date

BUR No. IP-WMP-001 - 25050694

DATE May 13, 2025

AMOUNT ₱ 350,000.00

Funds Available


WILMA G. DULAY

OIC-Chief Controllership

Recommended by:


ROWENA C. MENDOZA
 Department Manager, CBD

Approved by:


ROMLEAH JULIET P. OCAMPO
 EXECUTIVE DIRECTOR

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		PR No.:	PR Date:	
		2025-0259	04/14/2025	

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

ADDRESS **17 JAKARTA STREET, 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
Raine Cabral Laysico Erwan Heussaff Awardee immediately gives acceptance speech. 06:40 PM - 07:10 PM Open Call for Dinner Presentation of 2025 Katha Finalists Host briefly talks about this year's screening process and the categories before proceeding with the announcement of finalists. Host will call/introduce first the people who will be awarding the plaques to the finalists. Host then calls the finalists one by one, with ED, Erwan, Raine, and RGM handing out the plaques. Photo-op for each finalist. 5-sec videos of each finalist will also play on screen when they are called. Each finalist will step off stage after photo-op to give way to the next. After the awarding of plaques, host then drums up excitement as we get close to the announcement of winners and then introduces the montage (A look into the Katha Awards) to be played right after.			
07:10 PM - 07:15 A look into the Katha Awards (VIDEO)			
07:15 PM - 07:40 PM Announcement of 2025 Katha Winners Host will read the name of the product and exhibitor from the sealed envelope. Host will read each category. Host to also call ED LPO to be on stage to handout the trophy, to be assisted by Rowena Mendoza, Erwan, Raine Winner to give a short speech on the inspiration and background on the winning product. Photo-op for each winner. Winner stays on stage until all are complete.			
07:40 PM - 07:50 PM 07:50 PM - 08:00 PM Photo Opportunity of all 2025 Katha Winners Program Closing 1. Host delivers short spiel, invites everyone to visit IFEX Philippines. Program ends.			

TOTAL AMOUNT IN WORDS:

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager, Corporate Services Dept.

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name Signature of Contractor/Supplier

May 13, 2025

Date

BUR No. **1P-CORW-25050690**

DATE **May 13, 2025**

AMOUNT **₱ 350,000.00**

Recommended by:

ROWENA G. MENDOZA

Department Manager, CSD

Approved by:

ROMLEAH JULIET P. OCAMPO

EXECUTIVE DIRECTOR

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

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CONTRACTOR/SUPPLIER TEN O FIVE PRODUCTIONS INC. ADDRESS 17 JAKARTA STREET, 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
VI. TECHNICAL REQUIREMENTS			
SPECIFICS	NO. OF UNITS	DESCRIPTION	
TECHNICAL REQUIREMENTS			
LED Wall	1 lot	9 ft x 14ft with System, Structure and structure covering	
Lighting Provision	1 lot	Lighting provision applicable for Opening Ceremony	
Professional Sound System	1 lot	Specific requirements - must include: (3 units) Wireless microphones (3 units) Lapel microphone (6 units) Comsets	
Camera Set-up	2 units (1 static, 1 roving)	Live streaming and recording	
MANPOWER			
Host / Master of Ceremony	1 pax	Shall be in-charge of welcoming guests, introducing speakers, and providing needed fillers during the program.	
Voice over talent	1 pax	Shall be in-charge of announcing the upcoming events and activities.	
Production team	3 pax	Shall be in-charge of the installation and dismantling of the LED, 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	
Cameramen	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	

TOTAL AMOUNT IN WORDS:	Php
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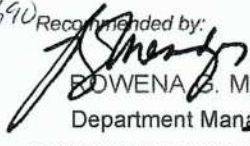
ATTY. ANNA GRACE I. MARPURI
 Department Manager, Corporate Services Dept.

BUR No. 1P-WRP-CA-25050690

DATE May 13, 2025

AMOUNT ₱ 350,000.00

Recommended by:


ROWENA S. MENDOZA
 Department Manager, CSR

CONFORME:


JOSEPH LAURENT G. ALCASABAS

Name Signature of Contractor/Supplier

May 13, 2025

Date

Funds Available


WILMA G. DULAY

OIC-Chief Controllership

Approved by:


ROMLEAH JULIET P. OCAMPO
 EXECUTIVE DIRECTOR

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7-7

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04/14/2025

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

ADDRESS 17 JAKARTA STREET, 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

OTHER REQUIREMENTS

Event script	3-day event script	Must provide a transcript where the dialogue of the host, and one or more presenters and other order in which they will occur is indicated.
Live streaming	1 lot	Production outfit must be able to stream the event on IFEX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.

VII. TERMS OF PAYMENT

Full Payment of 100% shall be processed after the conclusion of the event and will commence upon the submission of contractor's service invoice and delivery receipt.

VIII. RISK PROTECTION AND MANAGEMENT

Deductions shall be implemented under the following conditions:

- A 10% deduction will be applied for the incomplete delivery of the requirements if deemed unreasonable by the Exhibition Design Division.
- Deductions will be applied for any undelivered items listed in the "Technical Requirements" section of this requirement.
- A deduction will be imposed for the late turnover of requirements if deemed unreasonable.

TOTAL AMOUNT IN WORDS: **THREE HUNDRED FIFTY THOUSAND PESOS**Php **350,000.00**

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager, Corporate Services Dept.

CONFORME:

JOSEPH LAURENT G. ALCASABAS

Name & Signature of Contractor/Supplier

May 13, 2025

Date

BUR No. **1P-WTPCm-25050090**DATE **May 13, 2025**AMOUNT **₱ 350,000.00**

Recommended by:

ROWENA G. MENDOZA

Department Manager, CBO

Approved by:

ROMLEAH JULIET P. OCAMPO

EXECUTIVE DIRECTOR

Funds Available

WILMA G. DULAY

OIC-Chief Controllorship