

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:
2025-0220

JO Date
05/08/2025

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PR No.:
2025-0220

PR Date:
03/27/2025

CONTRACTOR/SUPPLIER **MANGOTREE MARKETING**

ADDRESS **SOLUTIONS INC.**

8 CVHS HOMES 2, SANTO DOMINGO, CAINTA RIZAL

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM _____

PAYMENT TERM **30 days**

PLACE OF DELIVERY **CITEM**

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
FABRICATION, DELIVERY, MOBILIZATION, INSTALLATION AND DISMANTLING OF SSX BUYERS LOUNGE AND PITCHING AREA ENHANCEMENTS FOR IFEX PHILIPPINES 2025 Ingress: May 19,20,21, 2025 Event Proper: May 22,23,24, 2025 Egress: May 24, 2025 Location: World Trade Center (WTC) 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 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	1 lot		Php281,000.00

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

Department Manager, Corporate Services Dept.

CONFORME:

CARLOS CHINO A. SANTIAGO

Name & Signature of Contractor/Supplier

Date

BUR No. **IPEX-25050737**

DATE **May 20, 2025**

AMOUNT **₱ 281,000.00**

Funds Available:

FOR: **WILMA G. DULAY**

OIC-Chief Controllorship

Recommended by:

ROWENA G. MENDOZA

Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO

EXECUTIVE DIRECTOR

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	PR No.: 2025-0220	PR Date: 03/27/2025		

CONTRACTOR/SUPPLIER MANGOTREE MARKETING SOLUTIONS INC. ADDRESS 8 CVHS HOMES 2, SANTO DOMINGO, CAINTA RIZAL MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY CITEM DATE OF DELIVERY _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
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 the 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. •Assign personnel for on-site troubleshooting and support throughout the exhibition. h. Dismantling •Safely dismantle and remove structural requirements after the event within the given egress period. i. Turn-over of Purchased items •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 •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			

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,
 ATTY. ANNA GRACE L. MARPURI
 Department Manager, Corporate Services Dept.

CONFORME:

CARLOS CHINO A. SANTIAGO

Name & Signature of Contractor/Supplier

Date

BUR No. **IFEX-25050737**

DATE **May 20, 2025**

AMOUNT **₱ 281,000.00**

Funds Available

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

ROWENA G. MENDOZA
 Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO
 EXECUTIVE DIRECTOR

JOB ORDER

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CONTRACTOR/SUPPLIER **MANGOTREE MARKETING SOLUTIONS INC.**

ADDRESS **8 CVHS HOMES 2, SANTO DOMINGO, CAINTA RIZAL**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM _____

PAYMENT TERM **30 days**

PLACE OF DELIVERY **CITEM**

DATE OF DELIVERY _____

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT												
<p>EDD Designer.</p> <ul style="list-style-type: none"> •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. <p>III. ROLES/RESPONSIBILITIES OF CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS (CITEM)</p> <ul style="list-style-type: none"> •CITEM EDD Designers will be providing the following requirements for a smooth delivery of this contract: a. Complete Technical Drawings b. 3D renditions 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 <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> <p>V. ITEMS TO BID</p> <table border="1"> <thead> <tr> <th>ITEM</th><th>PARTICULARS</th><th>QTY</th><th>UNIT</th></tr> </thead> <tbody> <tr> <td>I.</td><td>MOBILIZATION COST</td><td>1</td><td>lot</td></tr> <tr> <td>a.</td><td>Fabrication, Hauling, Installation, Delivery</td><td></td><td></td></tr> </tbody> </table>	ITEM	PARTICULARS	QTY	UNIT	I.	MOBILIZATION COST	1	lot	a.	Fabrication, Hauling, Installation, Delivery					
ITEM	PARTICULARS	QTY	UNIT												
I.	MOBILIZATION COST	1	lot												
a.	Fabrication, Hauling, Installation, Delivery														

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

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

CONFORME:

CARLOS CHINO A. SANTIAGO

Name & Signature of Contractor/Supplier

Date

BUR No. **1FBX-25050225**

DATE **May 20, 2025**

AMOUNT **9281,000.00**

Funds Available

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

ROWENA G. MENDOZA
Department Manager, PBD

Approved by:

ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR

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CONTRACTOR/SUPPLIER **MANGOTREE MARKETING**

ADDRESS **SOLUTIONS INC.**

8 CVHS HOMES 2, SANTO DOMINGO, CAINTA RIZAL

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY **CITEM**

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
II.	FRAMING STRUCTURES (RENTAL)			
a.	1.00m x 0.50m x 2.40mH Pitch Wall Structure with Wooden Full Framing (2" x 2" Kiln Dried)	1	lot	
b.	0.50m x 0.50m x 1.80mH Free Standing Divider Structure with Wooden Full Framing (2" x 2" Kiln Dried)	5	units	
c.	1.50m x 0.50m x 2.40mH Buyers Lounge Wall Structure with Wooden Full Framing (2" x 2" Kiln Dried)	1	lot	
d.	2.20m x 2.90m x 2.40mH L Divider Wall Structure with Wooden Full Framing (2" x 2" Kiln Dried)	1	lot	
e.	5.00m x 1.00m x 2.40mH VIP Divider Wall Structure with Wooden Full Framing (2" x 2" Kiln Dried)	1	lot	
f.	0.80m x 0.80m x 1.20mH Free Standing B Structure with Wooden Full Framing (2" x 2" Kiln Dried)	2	units	
g.	0.70m x 0.70m x 1.50mH Free Standing C Structure with Wooden Full Framing (2" x 2" Kiln Dried)	2	units	
h.	1.00m x 0.40m x 1.70mH Free Standing D Structure with Wooden Full Framing (2" x 2" Kiln Dried)	1	unit	
i.	1.00m x 0.30m x 1.40mH Free Standing E Structure with Wooden Full Framing (2" x 2" Kiln Dried)	1	unit	
j.	0.80m x 0.30m x 1.60mH Free Standing F Structure with Wooden Full Framing (2" x 2" Kiln Dried)	1	unit	
k.	1.20m x 0.30m x 1.80mH Free Standing G Structure with Wooden Full Framing (2" x 2" Kiln Dried)	1	unit	
l.	1.00m x 0.40m x 2.00mH Free Standing H Structure with Wooden Full Framing (2" x 2" Kiln Dried)	1	unit	
III.	STOOL (PURCHASE)	20	units	
a.	Stool Ottoman (To be approved by EDD)			
IV.	SOFA SET (PURCHASE)	3	sets	
a.	1 seater, 2 seater Sofa Set with Dining Table (To be approved by EDD)			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager, Corporate Services Dept.

CONFORME:

CARLOS CHINO A. SANTIAGO

Name & Signature of Contractor/Supplier

Date

BUR No. **IFEX-25050737**

DATE **May 20, 2025**

AMOUNT **9281,000.00**

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

ROWENA G. MENDOZA

Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO

EXECUTIVE DIRECTOR

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CONTRACTOR/SUPPLIER MANGOTREE MARKETING SOLUTIONS INC. ADDRESS 8 CVHS HOMES 2, SANTO DOMINGO, CAINTA RIZAL MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY CITEM DATE OF DELIVERY _____
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	DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
V.	GRAPHICS (PURCHASE)			
a.	Tarpaulin Graphics with Print	55	sqm	
b.	Printable Sticker Cut-Outs	5	sqm	
c.	Printable Sticker on Sintraboard	5	sqm	
VI.	CONVENIENCE OUTLETS (RENTAL)	10	units	
a.	3 Gang Convenience Outlet			
VII.	WIRINGS & CONDUITS	1	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: **TWO HUNDRED EIGHTY ONE THOUSAND PESOS**

Php **281,000.00**

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Very truly yours,

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

CONFORME:

CARLOS CHINO A. SANTIAGO

Name & Signatures of Contractor/Supplier

Date

BUR No. **IFEX-25050**

DATE **May 20, 2025**

AMOUNT **₱281,000.00**

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

ROWENA G. MENDOZA
Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR