

# JOB ORDER

CITEM.STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> 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: 2025-0214	JO Date: 05/06/2025	PAGE 1 of 3
		PR No.: 2025-0214	PR Date: 03/25/2025	
CONTRACTOR/SUPPLIER <b>STARXPO PROPERTY</b>		DELIVERY TERM		
ADDRESS <b>MANAGEMENT CORPORATION</b>		PAYMENT TERM <b>30 days</b>		
Brgy. Canlalay, Binan City, Laguna		PLACE OF DELIVERY		
MODE OF PROCUREMENT <b>DIRECT CONTRACTING</b>		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
INSTALLATION, RENTAL AND DISMANTLING OF THE TENT FOR THE IFEX-SSX 2025 MARKETPLACE IN IFEX PHILS. 2025				PHP3,785,600.00
Period of Engagement				
ACTIVITY	WEEK #	DATE	SCHEDULE	
Installation and Ingress	Week 1:	12-18 May 2025 (Mon-Sun)	Installation at the outdoor space beside/adjacent to WTCMM	
	Week 2:	19-21 May 2025 (Mon-Wed)	8:00am - 10:00pm (14 hours daily)	
Event Proper Egress and Dismantling		22 May 2025 (Thurs)	5:00 am - 9:00am (4 hours)	
		22-24 May 2025 (Thurs-Sat)	9:00am - 7:00pm (10 hours daily)	
		24 May 2025 (Sat)	7:00pm - 12:00mn (5 hours)	
		25 May 2025 (Sun)	12:01am - 7:00am (7 hours)	
	Week 3:	28-29 May 2025 (Mon-Thurs)	7:01am - 5:00pm Dismantling at the outdoor space only	
II. DETAILED SCOPE OF WORK				
Installation, rental, and dismantling of a semi-permanent structure for exhibition purposes spanning at least 2,400 sqm which includes:				
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 <b>PENALTY</b> of <b>1/10 of 1%</b> of the <b>TOTAL VALUE</b> of this ORDER for <b>EACH DAY OF DELAY</b> . 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 <b>LIQUIDATED DAMAGES</b> in the amount of _____ of the <b>TOTAL AMOUNT</b> 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 III, CSO		BUR No. <b>IFEX 25050749</b> DATE <b>May 20, 2025</b> AMOUNT <b>₱3,785,600.00</b>		
CONFORME:  Name & Signature of Contractor/Supplier Date _____		Recommended by:  MA. LOURDES D. MEDIRAN Deputy Executive Director  ROMANA G. MENDOZA Department Manager III, CBD Approved by:  ROM LEAH JULIET P. OCAMPO Executive Director		
		Funds Available: For:  WILMA G. DULAY 05/21/25 OIC-Chief Controllorship		

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CONTRACTOR/SUPPLIER **STARXPO PROPERTY**  
ADDRESS **MANAGEMENT CORPORATION**  
**Brgy. Canlalay, Binan City, Laguna**  
MODE OF PROCUREMENT **DIRECT CONTRACTING**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
1. PVC polyester opaque roofing and wall covers			
2. Lighting system enough to cover the whole area (house and flood lights)			
3. Modular entrance and exist doors to be connected to the WTCMM			
4. Flooring system (wood and carpet)			
5. At least 5 units of air conditioners			
6. At least 2 units of generators			
7. Manpower to install, operate/maintain, and dismantle the tent			
III ROLES/RESPONSIBILITIES OF STARXPO PROPERTY MANAGEMENT CORP.			
1. Install, maintain, and dismantle the semi-permanent structure for the IFEX-SSX 2025 following the specifications/inclusions above on the area designated at the World Trade Center Metro Manila (WTCMM).			
2. Ensure enough manpower is deployed for the proper and safe installation, maintenance, and dismantling of the said tent promptly following the schedule above.			
3. Closely coordinate with CITEM and WTCMM in the duration of the project to ensure alignment with the physical requirements and concerns of the project.			
4. Issue an official receipt for the payment/s made by CITEM.			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI  
Department Manager III, CSD

CONFORME:

*Alaris V. Foxia*  
Name & Signature of Contractor/Supplier  
Date

BUR No. **IFEX-25050749**DATE **May 20, 2025**AMOUNT **₱3,785,600.00**

Funds Available

For: *Wilmag G. Dulay*  
WILMAG G. DULAY 05/21/25  
OIC-Chief Controllorship

Recommended by:

*MA. LOURDES D. MEDIRAN*  
Deputy Executive Director

*ROWENA G. MENDOZA*  
Department Manager III, CBD

Approved by:

*ROMLEAH JULIET P. OCAMPO*  
Executive Director



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CONTRACTOR/SUPPLIER **STARXPO PROPERTY**  
ADDRESS **MANAGEMENT CORPORATION**  
**Brgy. Canlalay, Binan City, Laguna**  
MODE OF PROCUREMENT **DIRECT CONTRACTING**

DELIVERY TERM  
PAYMENT TERM **30 days**  
PLACE OF DELIVERY  
DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<b>III. ROLES/RESPONSIBILITIES OF CITEM</b>			
1. Pay STARXPO the full amount based on the awarded amount and following the payment schedule below.			
2. Review and approve all plans and/or specifications provided by STARXPO prior to its installation.			
3. Designate at least one representative to closely coordinate with STARXPO in the duration of the project and inform regarding updates or concerns.			
<b>IV. TERMS OF PAYMENT</b>			
50% - After signing of the Contract/Job Order			
50% - After the event proper			
<b>V. RISK PROTECTION AND MANAGEMENT</b>			
The inability of STARXPO to provide the services and deliverables shall correspond to deductions from the total amount of payment equivalent to at least 10%.			
If the project is cancelled due to unforeseen circumstances or force majeure, the contract may be extended until the next edition where the same approved deliverables will be implement or the contract shall be paid prorated based on the accomplished deliverables stipulated in the terms of payment. Extension of contract shall not incur any additional payment.			

TOTAL AMOUNT IN WORDS: THREE MILLION SEVEN HUNDRED EIGHTY-FIVE THOUSAND SIX HUNDRED PESOS

Php 3,785,600.00

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI  
Department Manager III, CSD

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. **IFEX 25050749**

DATE **May 20, 2025**

AMOUNT **₱ 3,785,600.00**

Funds Available

For:   
**WILMA G. DULAY** 05/24/25  
OIC-Chief Controllorship

Recommended by:

**MA. LOURDES D. MEDIRAN**  
Deputy Executive Director  
  
**ROWENA G. MENDOZA**  
Department Manager III, CBD

Approved by:

**ROMLEAH JULIET P. OCAMPO**  
Executive Director