

CONTRACT OF SERVICES**(HIRING OF OFFICIAL BOOTH AND VENUE ENHANCEMENTS CONTRACTOR
FOR MANILA FAME 2024)**

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Services is made and entered into by and between:

The **CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS (CITEM)**, a government instrumentality attached to the Department of Trade and Industry (DTI), with principal address at Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil Puyat Avenue, Pasay City, represented herein by its **EXECUTIVE DIRECTOR, LEAH PULIDO OCAMPO**, hereinafter referred to as "**PROCURING ENTITY**";

-and-

MSD GODSPEED EXHIBITS CORPORATION, a company duly authorized to conduct business in the Philippines with office address at 324 Navy Road, Veterans Village, Quezon City, represented in this act by its Sales and Marketing Director, **MS. WINLOVE D. CAMPOS**, hereinafter referred to as "**MSD GODSPEED**".

WITNESSETH:

WHEREAS, CITEM, the government agency mandated to actively promote Philippine exports through the organization of trade fairs and selling missions, will implement its signature event, **MANILA FAME 2024** on 17–19 October 2024, at the World Trade Center, Pasay City, Manila;

WHEREAS, CITEM is in need the services of an Official Booth and Venue Enhancements Contractor that can provide a service package of high-quality and highly maintained aluminum based exhibition systems and amenities for **MANILA FAME 2024**;

WHEREAS, the CITEM Bids and Awards Committee (CITEM-BAC) has conducted procurement activity in accordance with RA 9184 for the purpose of obtaining the best offer for the requirement;

WHEREAS, among the three (3) invited bidders and those who took interest to participate in the bidding, one (1) submitted its bid;

WHEREAS, the BAC designated a Technical Working Group to conduct the post qualification of the above requirement, wherein the latter submitted a post qualification report to the former for consideration.

WHEREAS, the BAC reviewed the post qualification report submitted by the Technical Working Group, and it was found that **MSD GODSPEED EXHIBITS CORPORATION**, is substantially compliant for the above-mentioned requirement.

WHEREAS, upon careful examination and evaluation, the BAC found and declared **MSD GODSPEED EXHIBITS CORPORATION**, as the Single Calculated and Responsive Bidder;

WHEREAS, **MSD GODSPEED EXHIBITS CORPORATION**, shall provide exhibition services that are of international standards and help CITEM project an image worthy of **MANILA FAME 2024** stature;

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties hereby execute this Contract of Services outlining their respective responsibilities:

I. SCOPE OF WORK

MSD GODSPEED EXHIBITS CORPORATION

The Official booth and venue Contractor shall have full responsibility to undertake the following:

A. BOOTH REQUIREMENTS AND AMENITIES

1. Take charge of all booth requirements and amenities of the Organizer and Exhibitors *and shall have the over-all supervision and responsibility for the exhibit and activity areas of the fair*;
2. Provide the Exhibitor booth package for MANILA FAME with booth amenities as listed in the attached. All amenities should be of good quality and clean material;
3. Provide all pertinent exhibition forms (e.g., Additional Amenities Order Forms, Electrical Plan and Order Forms, Application for Outside Contractors/Subcontractors, etc.) to the Exhibitors except the Booth Order Forms to be provided by the Organizer;
4. Act on the accomplished Booth Order Forms to be forwarded by the Organizer;
5. Act on all accomplished Additional Amenities Order Forms and Electrical Plan and Order Forms, to be submitted by the Exhibitors and shall bill the Exhibitors directly and collect payment depending on each order accordingly including the electrical consumption for standard booth systems.
6. Allow other booth contractors to service the requirements of other Exhibitors only when:
 - A. The booth to be used by another contractor is substantially different by, at least, 80% from that of the Official Booth Contractor's booth or is not made of materials or derivatives of materials being used by the Official Booth Contractor for its aluminum shell scheme; and
 - B. The Official Booth Contractor cannot execute the booths required by said Exhibitors.
7. Allow exhibitors to tap in-house personnel or affiliate/subsidiary companies including designers/architects, carpenters, and workers to execute and install their own booths since they do not represent a separate company or contractor, as long as these are not made of materials being used by the official booth contractor for its aluminum shell scheme; and
8. Provide, at least, 10% of its stand and materials inventory on site to serve as back-up for the additional on-site requirements.

B. VENUE ENHANCEMENTS AND REQUIREMENTS

1. Overall responsible for fabricating, installing and dismantling of all venue enhancements;
2. Provide incidental venue enhancements such as but not limited to stage or specialty lighting, proprietary materials, and special effects equipment among others;
3. The venue enhancements shall include but are not limited to items listed below subject to funds availability:
 - a. Signage Structure, Paneling, systems-based enhancements, etc.
 - b. Lobby enhancements (plants, props, etc.) as deemed necessary and essential to the show.
 - c. Other enhancements to be agreed upon by both parties within the amount posted.
4. Responsible for monitoring the costs of venue enhancements to ensure that same is within the amount posted.
5. Provide panel cover on all booths against the wall to allow Exhibitors to use it as storage in a location identified by CITEM.

6. Provide an Ingress Counter and should be available before 12 noon on the first day of ingress.
7. Warrants and shall guarantee all its works, deliverables, and services to be in good condition and in accordance with the best acceptable professional standards and theories of the exhibition industry throughout the duration of the project.

C. ELECTRICAL REQUIREMENTS

The Official Contractor shall be designated as the Official Utility Contractor, as well, for both water and electrical requirements with the following deliverables:

1. Submit electrical layouts to the venue owner and to CITEM, at least, three (3) days or as required by the venue owner before the scheduled contractors' ingress;
2. Coordinate directly with exhibition venue electricians/electrical engineers regarding house electrical regulations prior to tapping. On the other hand, Exhibitors' stand builders must coordinate with the designated official booth system/electrical contractor;
3. Be responsible for inspecting all electrical installations and connections;
4. Allow the additional electrical connection to be installed by the Exhibitors provided that this has been requested in advance and there is excess power capacity to accommodate it for which the official booth contractor may charge a corresponding fee to be approved by CITEM;
5. Ensure that all electrical wiring, circuit breakers, transformers, convenience outlets, etc. used for the booths, registration/information counters, other counters and special settings are installed in accordance with electrical standards and are securely and neatly fastened and kept away from walkways/aisles in public view/access. Further, the material to be used for fastening purposes (e.g., tapes, molding, etc.) should match the color/shade of the background surface;
6. Provide electrical connection of 600 watts (300 watts lighting and 300 watts outlet) per 9 square meter booth for Exhibitors availing of the booth systems package. The electrical consumption shall be on a fixed rate per 9 sq.m, 6sq.m and 4sq.m. booth based on the prevailing kilowatt hour of the venue;
7. Before Egress, the Contractor shall collect the electrical consumption fee from Exhibitors availing of the booth systems package as part of the Egress clearance procedure.
 - a. Exhibitors availing of RAW SPACE with more than 600W electrical load is required to apply for their own circuit breaker with the Official Booth Contractor;
 - b. For exhibitors with electrical consumption exceeding the 600 watts allocation per 9,6 and 4 square meter booth system package, the Official Contractor shall charge the prevailing kilowatt hour rate + 12% VAT during ingress and event proper based on the exhibitors' actual requirement as indicated in the submitted Electrical Plan and Order Form. These amounts may vary depending on the electrical charges of the event venue per kilowatt hour;
 - c. For raw space Exhibitors, the Official Contractor shall charge the electrical consumption based on the submitted Electrical Plan and Order Form. These amounts may vary depending on the electrical charges of the event venue per kilowatt hour and the required load requirement of each exhibitor.
8. Prepare a summary of electrical consumption to be submitted to CITEM and venue owner.
9. Pay the venue owner (World Trade Center, Metro Manila) the total electrical consumption collected from exhibitors who availed of the CITEM booth system and those who applied for individual circuit breakers used during the event except those used by CITEM for special settings and areas and partners.

D. WATER CONNECTION REQUIREMENTS

1. The connection to the existing water supply network of the exhibition venue must be directly carried out by the Official Contractor with reference to the water connection requirements of CITEM on behalf of the Exhibitors and participants.
2. If the need arises, the Official Contractor shall install a temporary preparation and wash area at a location that will be agreed upon by CITEM and Venue Owner with the following provisions:
 - a. Sink with faucet
 - b. Preparation table
 - c. Water connection
 - d. Wastewater system
 - e. Enclosed room (system or tent)
 - f. Waste bin

E. MANPOWER REQUIREMENTS

1. Assign its own supervisory personnel, technical staff, electricians, booth system and carpet installers, etc. to attend to and service the booth and electrical requirements of the Exhibitors and CITEM from ingress to egress.
2. The assigned personnel shall give utmost priority to CITEM projects and shall be sufficient enough in number to cover and finish all requirements on the required time. The performance of these personnel shall be subject to the evaluation by CITEM.
3. All assigned personnel must be in proper uniform and must wear an appropriate ID at all times when in the exhibition site. The uniform must indicate if some assigned personnel is an electrician, installer, carpenter, etc.
4. Provide and install a service information booth during the ingress to egress to easily locate its personnel for immediate rendering of services.
5. Assign enough supervisory personnel, technicians and electricians to attend to and service the booth and electrical requirements of the Exhibitors and CITEM during the ingress and fair proper. Personnel must be present especially right before the opening of the trade fair.

F. OTHER SERVICE REQUIREMENTS

1. Take charge of the plotting of the assigned venue prior to the contractors' ingress under the supervision of CITEM's Exhibition Design Division.
2. Install, dismantle and haul new or existing CITEM carpets on agreed time schedule.
3. Board up vacant booths and vacant spaces using aluminum systems framing, free of charge. The instruction to board up shall come from the Exhibition Design Division and provide free of charge system-based amenities. See Annex A and Annex B for free of charge system-based amenities.
4. During ingress and fair proper, as the need arises, additional booth, booth furnishings and amenities, system panels, electrical requirements, e.g., wall panels, convenience outlets, shelves, electrical cords, etc. shall be sourced by the Organizer from the Official Booth Contractor with no on-site order surcharges.
5. The Official Contractor must provide an Additional Amenities Order Form with a special discounted rate* only applicable to the Organizer for the whole duration of the event. Standard rates will apply if Exhibitors order on site.

II. OTHER CONDITIONS

1. Special Conditions stated in the Philippine Bidding Documents (PBD) and the Philippine Bidding Documents (PBD) shall form part of this Contract of Services.

2. The Official Contractor's winning/approved rate shall also apply to all CITEM co organizers, sponsors, and other partners whose booth/setting requirements are coursed through CITEM.
3. The Official Contractor may charge a management or supervision and responsibility fee (SRF) to the other booth contractor tapped by any Exhibitor to provide/construct its booth, whether aluminum or non-aluminum. This applies only in case the venue owner charges the official booth contractor a management/accreditation fee. In case of damages, the Official Contractor shall cover all financial obligations and indemnifications found inside the exhibition halls due to the venue owner.
4. No management/supervision and responsibility fee shall be billed to the Organizer's contractors and partners working on special setting/areas which will be identified prior the event.
5. The Official Contractor shall undertake turn-over to and from venue owner before and after the event.
6. The Official Contractor shall be contracted by CITEM for special settings that has 80% aluminum system-based structure.
7. The Official Contractor shall provide CITEM copies of its pre-numbered Additional Amenities Order forms for pre-ordered and on-site orders.
8. The Official Contractor shall perform its obligations and services in accordance with the best acceptable professional standards and theories of the exhibition industry. It shall exercise reasonable skill, care and diligence in the discharge of the duties agreed to be performed.
9. The Official Contractor shall be liable for failure of the facility caused by faulty construction, installation, wiring, etc. It shall hold CITEM and its agents/officers free from any and all liabilities, suits, actions, demands or damages arising from death or injuries to persons and properties, or any loss resulting from or caused by its personnel, incident to or in connection with the services to be performed.
10. The Official Contractor shall indemnify, protect and defend at its own expense, CITEM and its agents/officers from and against all actions, claims and liabilities arising out of acts done by its personnel/representatives in the performance of the services.
11. The Official Contractor shall bind itself to protect and hold CITEM free and harmless from any suit or liability arising from non-payment of any of the Exhibitors it being understood that the transaction is strictly between the Exhibitor and the contractor.
12. The Official Contractor shall ensure that all amenities are delivered and/or services are rendered and are covered by Acknowledgement Receipt.
13. Upon acceptance by the Official Contractor, it shall warrant and guarantee to complete and finish all its works, deliverables and services on the agreed time.
14. The Official Contractor warrants and shall guarantee all its works, deliverables, and services to be in good condition and in accordance to the best acceptable professional standards and theories of the exhibition industry throughout the duration of the project.
15. In case the Official Contractor declines to accept and fulfill CITEM requirements, CITEM has the right to assess and evaluate the validity of the given reasons and may decide to undertake the works on its own or hire the services of other contractor/s, the cost of which shall be deducted from the total contract price payable to the Official Contractor.
16. The Official Contractor shall collect the accomplished Additional Amenities Order Forms and Electrical plan from Exhibitors requesting to be serviced. Exhibitors shall settle their electrical consumption and extra orders onsite directly with the Official Contractor depending on filled up forms. The booth package shall be paid by CITEM.
17. The Official Contractor shall submit a summary of all serviced on-site orders and submit the same to CITEM one week after the fair.

18. The booth quantity estimates may increase or decrease and shall not be the basis for the Official Contractor in providing its services for the above trade show events and amenities;
19. The Official Contractor shall warrant that it has not given nor promised to give any amount of money, gifts, or favors to any CITEM official or employee and other third party in order to secure the contract.
20. In case of inconsistency in terms and conditions outlined in the above provisions, the decision of CITEM shall prevail.
21. The performance of the Official Contractor shall be subjected to a review and evaluation after the project. If the Official Contractor meets/satisfies all obligations and obtains a "Satisfactory" rating, the contract will be extended/enforced for the succeeding edition, if necessary.
22. In case the Official Contractor fails to obtain a satisfactory rating, CITEM may opt to cancel its contract and undertake the project/s on its own or negotiate with other contractors. CITEM's decision on the performance of the Official Contractor shall be considered deemed final and binding.
23. The Official Contractor shall automatically supply CITEM, as the organizer, with aluminum system requirements if the need arises.
24. The Official Contractor must be willing to coordinate with other CITEM contractors to ensure complete delivery of the project.

III. SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

	PROJECT COMPONENTS	SCHEDULE OF TURNOVER TO CITEM
a.	Booth Plotting	Start of ingress until 10:00 am on 1st day of Ingress / October 14, 2024
b.	Special Area Carpet Requirements	Start of ingress until 12:00 nn on 1st day of Ingress / October 14, 2024
c.	Special Areas Electrical and Power Supply	Start of ingress until 12:00 nn on 1st day of Ingress / October 14, 2024
d.	Registration Counter and Ingress counter with Electricals	Start of ingress until 12:00 nn on 1st day of Ingress / October 14, 2024
e.	Aluminum-based Requirements and Collateral	Start of ingress until 8:00 p.m. on 2 nd day of Ingress / October 15, 2024
f.	Exhibitor Booth Package	Start of ingress until 12:00 p.m. on 2 nd day of Ingress / October 15, 2024
g.	Maintenance Support During Event	Start of Event Proper October 17, 2024 to October 19, 2024
h.	Egress Clearance	03:00pm of October 19, 2024 onwards
i.	Egress Proper	07:00pm of October 19, 2024 until 12:00am

IV. CONTRACT PRICE AND CONDITIONS FOR PAYMENT

1. In consideration of the Contract of Services, CITEM shall pay the amount of not to exceed **One Million One Hundred Sixty Seven Thousand Nine Hundred Thirty Four Pesos (Php1,167,934.00)** in accordance with the specific requirement with its applicable rates shall be based on the rates hereto attached as ANNEX "C".
2. The total amount to be paid by CITEM shall be based on the following conditions:

- 2.1 The final order or actual number of STANDARD ALUMINUM BOOTH SYSTEM 3x3 to be installed or the total number in sq.m during the second day of ingress, as verified by CITEM's Experience Design Division (EDD) and Inspection Team representatives;
- 2.2 Venue enhancements, Logistics and Incidental Requirements shall be based on the awarded cost and actual quantity as verified by the Experience Design Division (EDD) and Inspection Team representatives;

PENALTY FOR DELAY/BREACH

1. In case of breach or failure to comply with the timeline stated in the Project Turnover Schedule a deduction shall be imposed equivalent to one percent (1%) of the total contract price for **every hour of delay**.
2. Likewise, in case of poor or substandard quality of work and deviation from specifications, a deduction shall be imposed equivalent to 10% of the amount of the component.
3. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, the procuring entity shall rescind the contract without prejudice to other course of action and remedies open to it.

TERMINATION OF THE CONTRACT

1. **CITEM** has the option to terminate this Contract, upon Notice to **CONTRACTOR**, if an equivalent of 20% of the deliverables cannot be fulfilled for causes of force majeure or fault of the Supplier. **PROVIDED** that such termination shall not be construed as waiver of the **CONTRACTOR's** liabilities and **CITEM's** right to recover the value of payments plus damages under this Contract.

1.1. TERMINATION FOR DEFAULT

CITEM, without prejudice to any other remedy for breach of Contract, by written notice of default sent to **CONTRACTOR**, may terminate this Contract in whole or in part:

- a. If **CONTRACTOR** fails to deliver any or all of the Goods or perform the services within the period(s) specified in the Contract, or within any extension thereof granted by **CITEM**; or
- b. If **CONTRACTOR** fails to perform any other obligation(s) under the Contract;
- c. If **CONTRACTOR**, in the judgment of **CITEM**, has engaged in corrupt or fraudulent practices in completing for or in executing the Contract.

For the purpose of this paragraph:

"Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of **CITEM** and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive **CITEM** of the benefits of free and open competition.

In the event **CITEM** terminates the Contract in whole or in part, **CITEM** may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and **CONTRACTOR** shall be liable to **CITEM** for any excess costs for such similar Goods and Services. However, **CONTRACTOR** shall continue performance of the Contract to the extent not terminated.

1.2. TERMINATION FOR INSOLVENCY

CITEM may at any time terminate the Contract by giving written notice to **CONTRACTOR**, if **CONTRACTOR** becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to **CONTRACTOR**, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to **CITEM**.

1.3. FORCE MAJEURE

- a. **CONTRACTOR** shall not be liable for delays in performance or failure to perform its obligations under the Contract in case of result/s of Force Majeure.
- b. For purposes of this section, "Force Majeure" means an event beyond the control of the PARTIES and not involving the **CONTRACTOR's** fault or negligence. Such events may include, but are not restricted to, wars and revolutions, fires, flood, epidemics, quarantine restrictions and freight embargoes.
- c. If a Force Majeure arises, **CONTRACTOR** shall promptly notify **CITEM** in writing of such condition and the cause thereof. Unless otherwise directed by **CITEM** in writing, **CONTRACTOR** shall continue to perform its obligations under the Contract as far as reasonably practical and shall seek all reasonable alternative means of performance not prevented by Force Majeure.

ARBITRATION

- 1. In case of a dispute between **CITEM** and **CONTRACTOR**, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."

ADDITIONAL PROVISIONS

- 1. There shall be no escalation of rates during the duration of the Contract.
- 2. This contract shall be governed by and construed in accordance with the laws of the Philippines.
- 3. In the event any of the parties is compelled to institute any judicial proceedings to enforce any of the terms and conditions of this contract, the parties hereby agreed that any such proceedings shall be brought exclusively in the proper courts of Pasay City.
- 4. No amendment in or modification of the terms of this Contract shall be made except by written agreement signed by the Parties.

IN WITNESS WHEREOF, the parties have affixed their signatures on this 12 NOV 2024 day of _____, hereat Pasay City, Metro Manila.

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

By:


LEAH PULIDO OCAMPO
Executive Director 

MSD GODSPEED EXHIBITS CORP.

By:


WINLOVE D. CAMPOS
Sales and Marketing Director

Signed in the presence of:


NORMAN D. BAGULBAGUL
Acting DM, CCSD


MALERNA C. BUYAO
DC-Controllership Div.

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF PASAY) S.S

BEFORE ME, a Notary Public for and in the City of Pasay, on this _____ day of _____ personally appeared the following:

12 NOV 2024

Name	Competent Evidence of Identity	Issued at/on
LEAH PULIDO OCAMPO WINLOVE D. CAMPOS	_____ _____	_____ _____

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the entities they represent.

This instrument, which refers to a Contract of Services consisting of thirteen (13) pages including this page whereon this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page.

WITNESS MY HAND AND SEAL on the place and date first-written above.

[Signature]
ATTY. MARICEL BONE J. JAIME
NOTARY PUBLIC
UNTIL DECEMBER 31, 2025
ATTORNEY'S ROLL NO. 27802
IBP OR I.G. 41435 BOARD 10, 2024
PTR. NO. PC 9403 BOARD 10, 2024/PASAY CITY
Commission No. 1244-2024 RECEIVED 01, 2025
MCLE ROLL NO. 1244-2024 MAY 20, 2022
YOUNG AND RUBINSON, INC. 2025
OFFICE ADDRESS: JUAN DELA CRUZ BLVD., LIBERTAD, PASAY CITY.

Doc. No. 154
Page No. 22
Book No. 3
Series of 2024

CONFIRMATION OF FREE OF CHARGE SYSTEM BASED AMENITIES

This is to confirm that **MSD GODSPEED EXHIBITS CORPORATION**, agrees to provide the following amenities to CITEM for IFEX PHILIPPINES 2024, free of charge:

REQUIREMENTS	DETAILS	DIMENSION	QTY	REMARKS	PLS. CHECK THE BOX
1. Registration Area	Registration Counter Back Wall Storage Area Chairs Waste Bins Power Supply Outlets All Graphic Requirements	11.00m x 3.00m x 2.50m H	2 lots	Refer to Annex B for the design	
2. Prayer Room / Breastfeeding Room	System Structure with panels Lockable Door Partition for Men and Women	6.00m x 2.00m x 2.50m H	1 lot	Refer to Annex B for the design	
3. Ingress Counter	Systems Structure with Panel Barstool Power Supply Outlets Waste Bins Info Systems inside storage	7.00m x 2.00m x 2.50m H	1 lot	Refer to Annex B for the design	
4. Baggage Counter	System Structure with panels Shelving	6.00m x 2.00m x 2.50m H	1 lot	Refer to Annex B for the design	
5. Info Board	5 units – spotlight	6.00m x 0.50m x 2.50m H	2 units	Refer to Annex B for the design	
6. Lobby Column Cladding	System Structure 4 units – spotlight/ structure	2.00m x 1.00m x 2.50m H	2 units	Refer to Annex B for the design	
7. Lobby Column Accent	System Structure 4 units – spotlight/ structure	1.00m x 1.00m x 2.50m H	2 units	Refer to Annex B for the design	
8. Interactive Kiosk Backdrop	System Structure	1.00m x 0.50m x 2.50m H	2 units	Refer to Annex B for the design	
9. Storage False Wall	System Structure Panels	1.00m x 1.00m x 2.50m H (See attached design)	12 units	Refer to Annex B for the design	
10. Media Lounge Backdrop	System Structure	4.00m x 0.50m x 2.50m H	1 unit	Refer to Annex B for the design	
11. Seminar Room Backdrop	System Structure	1.00m x 0.50m x 2.50m H	2 units	Refer to Annex B for the design	
12. Welcome Wall	System Structure Panel	6.00m x 0.50m x 2.50m H	6 units	Refer to Annex B for the design	
13. Storage	System Structure Panels and door	9.00m x 4.00m x 2.50m H	1 lot	Refer to Annex B for the design	
14. Studio	System Structure Panels and door	6.00m x 4.00m x 2.50m H	1 lot	Refer to Annex B for the design	

Glossary Reference:

Special Setting – An enhanced area w/in the venue that requires more than the basic booth system.

Basic Booth – System booth w/ desk, 2 c
hairs, lights and convenience outlet

Enhanced Booth -- Basic Booth w/ Additional Graphics, Fascia, and Extended Partitions

Sys. – Short for System Based Structure

Fab. _ Short for Fabricated Item

*Note: All fabricated materials/graphics will be considered the property of CITEM, after use.

Submitted by:

Signature over Printed Name
of Authorized Representative

Designation / Company Name

Date

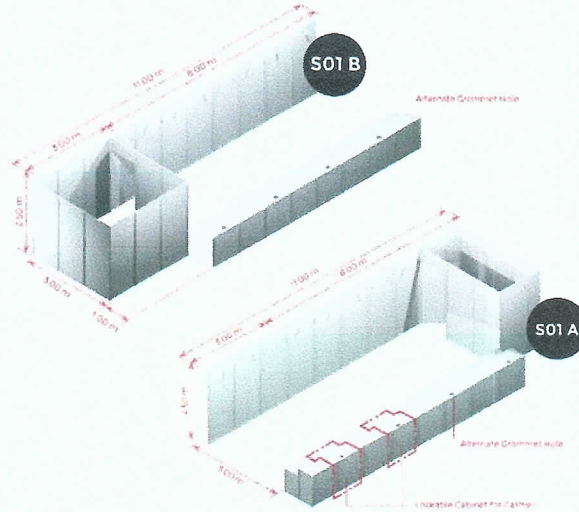
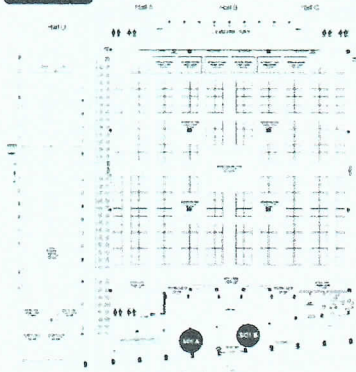
ANNEX B

S01 BOOTH COLLATERALS (FREE OF CHARGE) REGISTRATION COUNTER

1 LOT



LOCATION MAP



INCLUSIONS

- 2 AREAS - RECEPTION COUNTER STRUCTURE
- 1 LOT - GRAPHICS PRINTING
- 21 UNITS - SPOTLIGHTS
- 16 UNITS - 5 GANG CONVENIENCE OUTLET
- 2 UNITS - LOCKABLE COUNTER
- 16 UNITS - TRASH BIN
- 16 UNITS - BLACK CHAIR
- 2 UNITS - LOCKABLE DRAWER

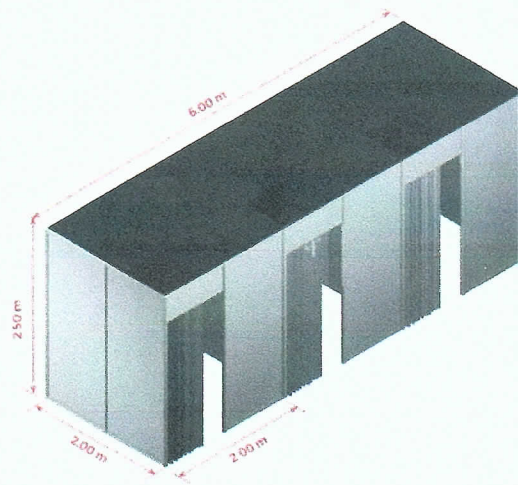
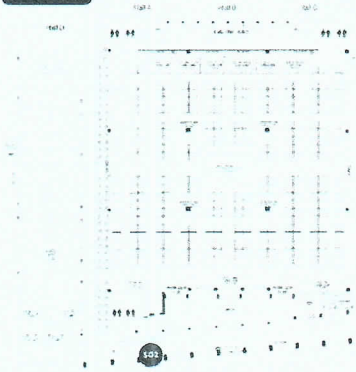
OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

S02 BOOTH COLLATERALS (FREE OF CHARGE) PRAYER ROOM / BREASTFEEDING ROOM

1 LOT



LOCATION MAP



INCLUSIONS

- 5 ROOMS - SYSTEM STRUCTURE WITH ACCORDION DOOR
- 3 UNITS - FLUORESCENT LIGHT
- 3 UNITS - SYSTEM COUNTER
- 3 UNITS - CHAIR
- 1 LOT - STRUCTURE COVER

OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

Note:

All drawings are subject to change. Final technical requirements shall be submitted to the Official Booth Contractor once the floor plan has been finalized.

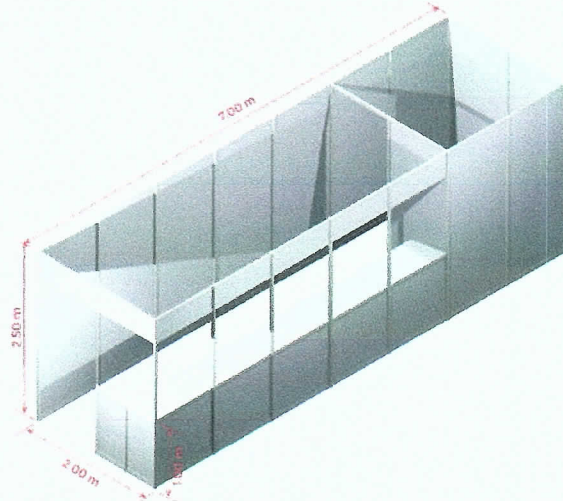
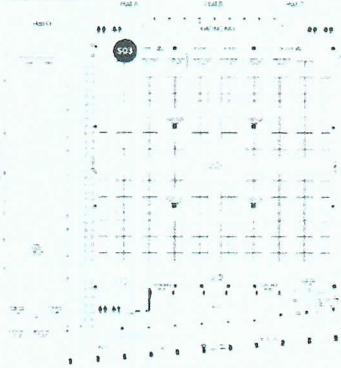
ANNEX B

S03 BOOTH COLLATERALS (FREE OF CHARGE) INGRESS COUNTER

1 LOT

MANILA
FAME
17-19 OCTOBER 2024
SMX Convention Center

LOCATION MAP



INCLUSIONS

- 1 LOT - SYSTEM STRUCTURE
- 5 UNITS - BAR CHAIR
- 3 UNITS - FLUORESCENT LIGHT
- 5 UNITS - CONVENIENCE OUTLET

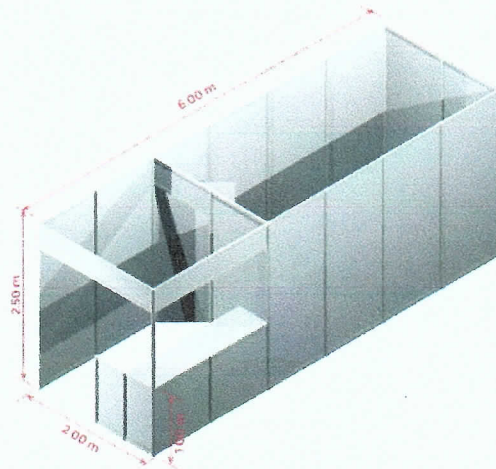
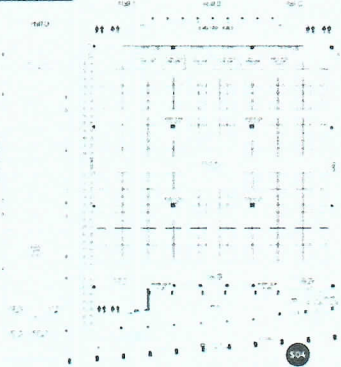
OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

S04 BOOTH COLLATERALS (FREE OF CHARGE) BAGGAGE COUNTER

1 LOT

MANILA
FAME
17-19 OCTOBER 2024
SMX Convention Center

LOCATION MAP



INCLUSIONS

- 1 LOT - SYSTEM STRUCTURE
- 2 UNITS - BAR CHAIR
- 1 UNIT - CONVENIENCE OUTLET

OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

Note:

All drawings are subject to change. Final technical requirements shall be submitted to the Official Booth Contractor once the floor plan has been finalized.

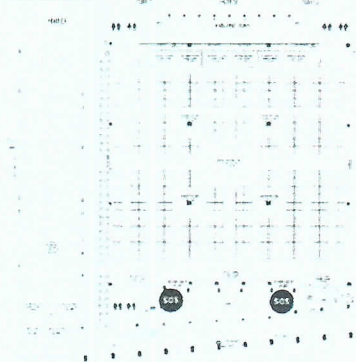
ANNEX B

S05 BOOTH COLLATERALS (FREE OF CHARGE)
INFO BOARD

2 UNITS

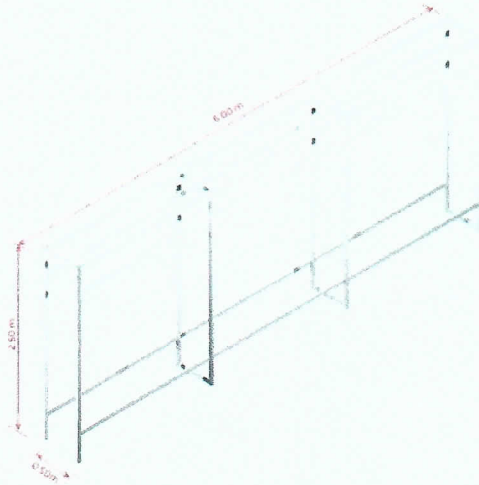


LOCATION MAP



INCLUSIONS

4 UNITS / STRUCTURE - SPOTLIGHT



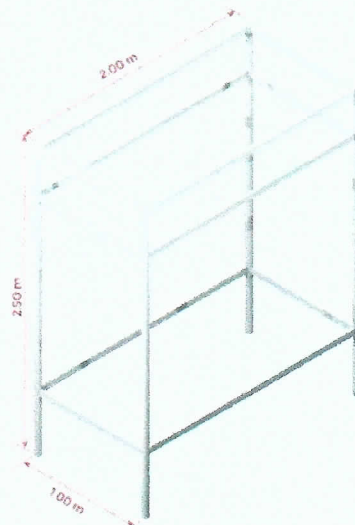
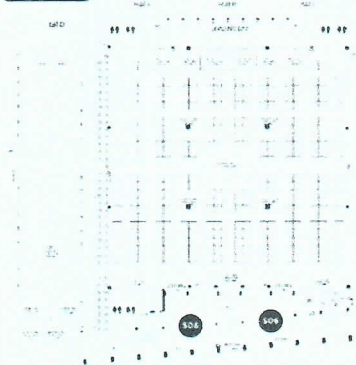
OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

S06 BOOTH COLLATERALS (FREE OF CHARGE)
LOBBY COLUMN CLADDING

2 UNITS



LOCATION MAP



OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

Note:

All drawings are subject to change. Final technical requirements shall be submitted to the Official Booth Contractor once the floor plan has been finalized.

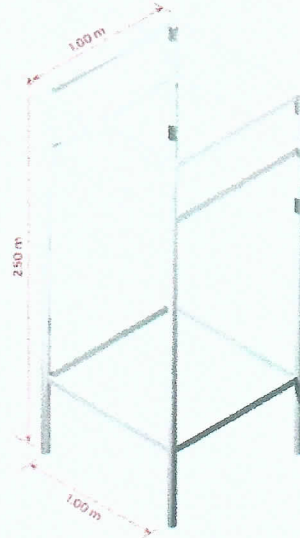
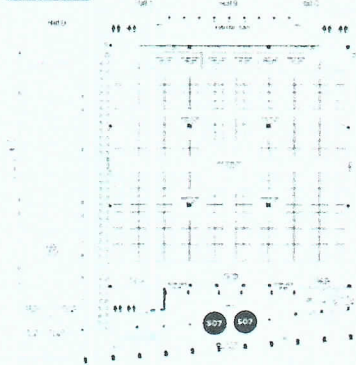
ANNEX B

S07 BOOTH COLLATERALS (FREE OF CHARGE) LOBBY COLUMN ACCENT

2 UNITS



LOCATION MAP



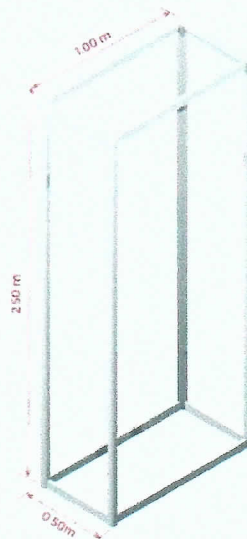
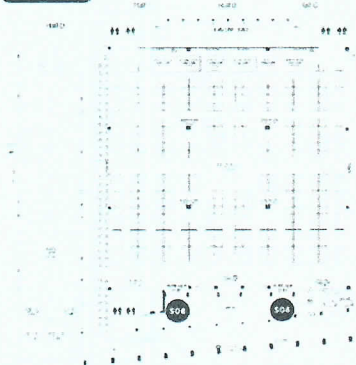
OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

S08 BOOTH COLLATERALS (FREE OF CHARGE) INTERACTIVE KIOSK

2 UNITS



LOCATION MAP



OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

Note:

All drawings are subject to change. Final technical requirements shall be submitted to the Official Booth Contractor once the floor plan has been finalized.

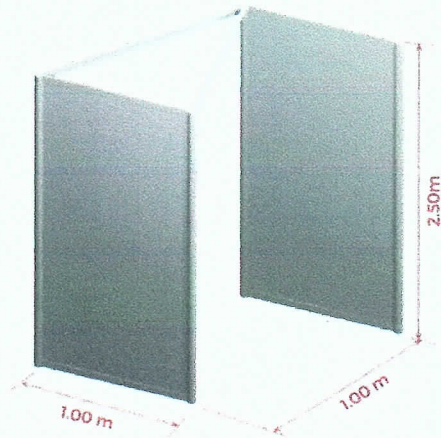
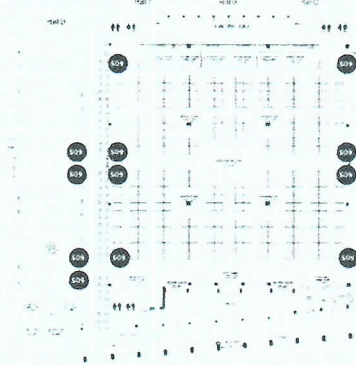
ANNEX B

S09 BOOTH COLLATERALS (FREE OF CHARGE) STORAGE FALSE WALL

12 UNITS

MANILA
FAME
17-19 OCTOBER 2024
SM MALL ALABANG
DUTIA, ALABANG

LOCATION MAP

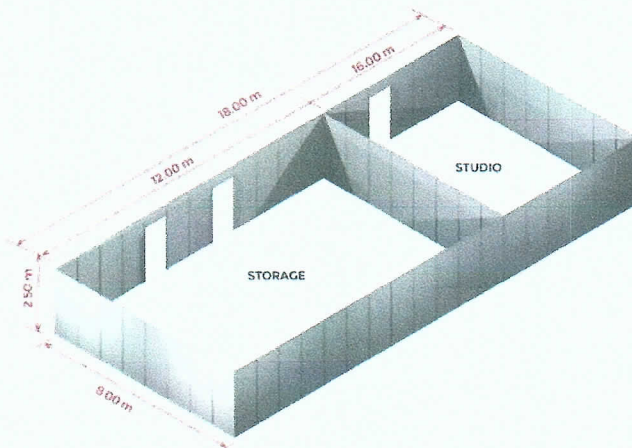
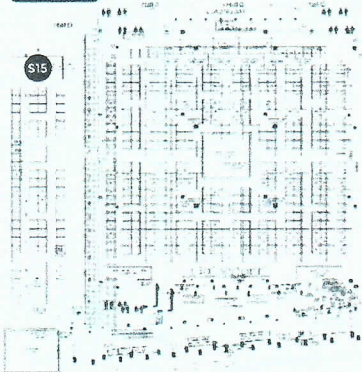


OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

S15 CITEM STUDIO / STORAGE

MANILA
FAME
19-23 OCTOBER 2024
SM MALL ALABANG
DUTIA, ALABANG

LOCATION MAP



INCLUSIONS

- 1 LOT - STRUCTURE
- 3 UNITS - LOCKABLE DOOR
- 13 UNITS - FLUORESCENT LIGHT
- 5 UNITS - CONVENIENCE OULET
(INSIDE STUDIO)

OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

Note:

All drawings are subject to change. Final technical requirements shall be submitted to the Official Booth Contractor once the floor plan has been finalized.

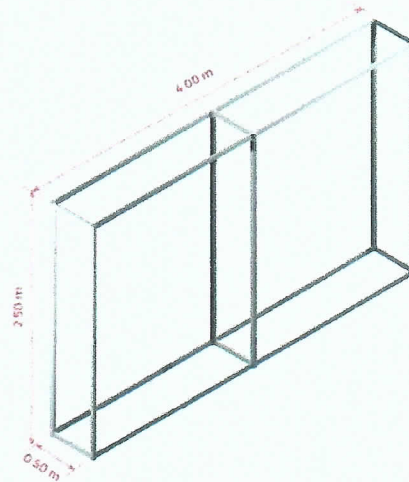
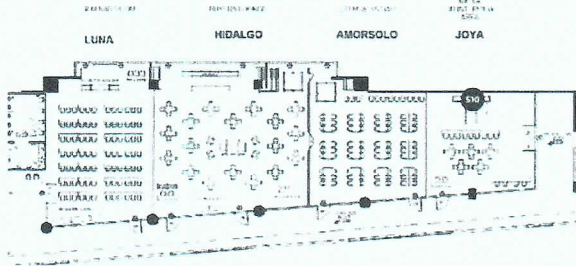
ANNEX B

S10 BOOTH COLLATERALS (FREE OF CHARGE) MEDIA LOUNGE BACKDROP

1 UNIT



LOCATION MAP



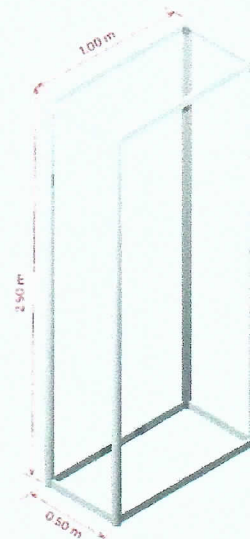
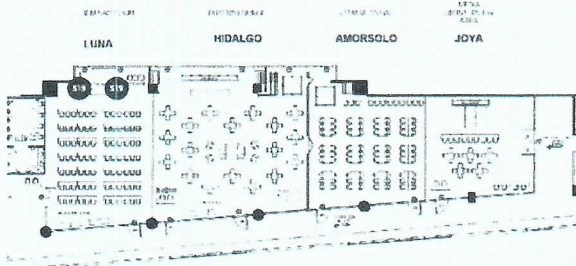
OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

S11 BOOTH COLLATERALS (FREE OF CHARGE) SEMINAR ROOM

2 UNITS



LOCATION MAP



OFFICIAL BOOTH CONTRACTOR
SYSTEM REQUIREMENTS

Note:

All drawings are subject to change. Final technical requirements shall be submitted to the Official Booth Contractor once the floor plan has been finalized.

ANNEX "C"

The total amount to be paid by CITEM shall be based on the following conditions:

ITEM	PARTICULARS	QTY/SIZE	Unit	Unit Cost	Total
I.	Aluminum Booth Systems				
A.	3M x 3M Standard Aluminum Booth System – 9SQM (RENTAL) 900/sqm 9 sqm Dark Gray/Black carpet 1 lot Structural frame 1 unit Fascia Board with Fins 2 units Chair 1 unit System Table 3 units Shelvings 3 units Spotlights 1 unit 3-gang Electrical Outlet with 300w allotment 1 unit Trash Bin	105	units	830/00/sqm	784,350.00
II.	Venue Enhancements, Logistics and Incidental Requirements				
A.	LOGISTICS AND SITE WORKS Hauling, Installation, Dismantling and Manpower for the whole requirement	1	lot	100,000.00	100,000.00
B.	BREAKER REQUIREMENTS (RENTAL)				
	b.1 Baggage Counter (20 amps Single	1	unit	3,920.00	3,920.00
	b.2 Lobby LED/Lights and Sounds - Opening Ceremony (60 amps Single Phase)	1	unit	8,400.00	8,400.00
	b.3 Prayer Room, Pasay/Rescue Area (20 amps Single Phase)	1	unit	3,920.00	3,920.00
	b.4 Hall D Concessionaire (60 amps Single Phase)	1	unit	8,400.00	8,400.00
	b.5 Main Registration (30 amps Single Phase)	2	units	5,600.00	11,200.00
	b.6 Design Commune - Home (60 amps Single Phase)	2	units	8,400.00	16,800.00
	b.7 Design Commune - Fashion (60 amps Single Phase)	1	unit	8,400.00	8,400.00
	b.8 Artisans Village (30 amps Single Phase)	5	units	5,600.00	28,000.00
	b.9 Ethical and Sustainable Showcase (30 amps Single Phase)	1	unit	5,600.00	5,600.00
	b.10 Manila FAME Icons (30 amps Single Phase)	1	unit	5,600.00	5,600.00
	b.11 WTC Columns (Partners/Sponsors) (60 amps Single Phase)	4	units	8,400.00	33,600.00
	b.12 Special Area (30 amps Single Phase)	1	unit	5,600.00	5,600.00
	b.13 Buyers Lounge (60 amps Single Phase)	2	units	8,400.00	16,800.00
	b.14 Instagrammable area / Connecting Walkway (20 amps Single Phase)	2	units	3,920.00	7,840.00
C.	CONVENIENCE OUTLET REQUIREMENTS (RENTAL)				
	c.1 Baggage Counter	2	sets	504.00	1,008.00
	c.2 Prayer Room, Pasay/Rescue Area	2	sets	504.00	1,008.00

	c.3 Main Registration	22	sets	504.00	11,088.00
D.	CARPET REQUIREMENTS (RENTAL)				
	d.1 Main Registration (11.00m x 3.00m - 2 sets)	66	sqm	375.00/sqm	24,750.00
	d.2 Prayer Room, Pasay/Rescue Area (6.00m x 2.40m)	14.4	sqm	375.00/sqm	5,400.00
	d.3 Lobby Concessionaire (10.00m x 7.00m)	70	sqm	375.00/sqm	26,250.00
E.	OTHER REQUIREMENTS (RENTAL)				
	e.1 WTC Billboard (9.00m x 8.50m)	1	unit	50,000.00	50,000.00
	TOTAL (VAT Inclusive)				PHP1,167,934.00

MEMORANDUM:

FOR : ACCOUNTING OFFICE
FROM : ^{mk}PROCUREMENT UNIT
SUBJECT : ADDRESSING THE INCONSISTENCY ON THE CONTRACT DATE AND
PERIOD OF ENGAGEMENT OF THE HIRING OF OFFICIAL BOOTH AND
VENUE ENHANCEMENTS CONTRACTOR FOR MANILA FAME 2024
DATE : 18 November 2024

The period of engagement as provided by Contract No. CS240319 is October 14-19, 2024, however, the Notary Public inadvertently stamped and dated it on November 12, 2024.

For your consideration, please.

Thank you!