

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:
2025-0398
PR No.:
2025-0398

JO Date
06/25/2025
PR Date:
06/04/2025

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CONTRACTOR/SUPPLIER **HYBRIDISM MEDIA, INC.**

ADDRESS **GF Hamilton Centre, 9598 Kamagong St.,
San Antonio, Makati City**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

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
HIRING OF SUBJECT-MATTER EXPERT AGENCY AND PRODUCTION OUTFIT FOR CREATEPHILIPPINES X SONIK SESSIONS AT FETE DE LA MUSIQUE 2025 Period of Engagement: Ingress : 25 June 2025 Event Proper : 26 June 2025 Egress : 26 June 2025 Location: The Astbury, Makati DETAILED SCOPE OF WORK: A. Panel Discussion Programming * Seek the approval of CITEM on the totality of the design of the program * Identify the names of speakers/facilitators who will join the in-person panel discussions on the following topics: > Exporting Filipino Sound: The Roadmap to Global Success > Creative Economy 2.0: How Music Drives Economic Growth > Crossing Borders with Sound: The Power of Digital Platforms in Music Export * Produce CITEM-approved registration form and campaign materials and provide CITEM access to responses and materials.			PHP224,000.00

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

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

CONFORME:

Roseller Juan Miguel L. Constantino
Name & Signature of Contractor/Supplier

BUR No. **T-CMP-25070970**

DATE **07/01/25**

AMOUNT **P224,000.00**

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

MARIO F. EVIO
Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director

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PR Date:
06/04/2025

CONTRACTOR/SUPPLIER **HYBRIDISM MEDIA, INC.**
ADDRESS **GF Hamilton Centre, 9598 Kamagong St.,
San Antonio, Makati 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>* Allow CITEM to record the training session either for documentation or campaign material productions</p> <p>* Provide certification of participation to session participants by request</p> <p>B. Program and Talent</p> <p>* Manage and execute the program flow</p> <p>* Provide the host for the program</p> <p>* Onboard live performers for entertainment</p> <p>C. Project Management and Coordination</p> <p>* Assign a project manager for 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>D. Supply and Technical Requirements</p> <p>a.1 Lighting System</p> <p>* Design and provide stage lighting and ambient lighting applicable for the event.</p> <p>* Supply intelligent lighting fixtures, including spotlights, moving heads, LED par lights, and wash lights.</p> <p>* Ensure lighting is synchronized with event programming, including performances</p>			

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Php

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Very truly yours,
ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

CONFORME:

Roseller Juan Miguel L. Constantino
Name & Signature of Contractor/Supplier

Date

BUR No. **T- CMP- 25070970**

DATE **07/01/25**

AMOUNT **₱224,000.00**

Funds Available:

WILMA G. DULAY
OIC-Chief Controllorship

Recommended by:

MARJOR EVIO
Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director

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CONTRACTOR/SUPPLIER **HYBRIDISM MEDIA, INC.**

ADDRESS **GF Hamilton Centre, 9598 Kamagong St.,
San Antonio, Makati City**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

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
and presentations (if applicable).			
* Provide control consoles and trained operators for real-time lighting adjustments.			
* Implement energy-efficient and safe lighting solutions compliant with venue regulations.			
a.2 Sound System			
* Supply professional-grade microphones (wired, wireless, lapel, headset) for speakers			
* Install and operate audio mixers, amplifiers, and equalizers to ensure balanced sound output.			
* Provide on-site sound engineers to monitor and adjust audio levels as needed.			
* Minimize audio feedback, echoes, and disturbances during live presentations.			
E. 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.			
F. Dismantling			
* Safely dismantle and remove all structural requirements after the event within the given egress period.			

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Very truly yours,

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

CONFORME:

Roseller Juan Miguel L. Constantino

Name & Signature of Contractor/Supplier

Date

BUR No. **F-IMP-25070970**

DATE **07/01/25**

AMOUNT **P224,000.00**

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

MARJO F. EVIO
Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

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CONTRACTOR/SUPPLIER HYBRIDISM MEDIA, INC..

ADDRESS GF Hamilton Centre, 9598 Kamagong St.,
San Antonio, Makati 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>G. Turn-over of Purchased Items</p> <p>* 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.</p> <p>ROLES AND RESPONSIBILITIES OF THE CONTRACTOR</p> <p>* Provide a conducive venue to host the program</p> <p>* Cover the Professional Fees of panelists and performers, if necessary</p> <p>* Attend coordination meeting and technical rehearsals as required by CITEM</p> <p>* Supply, deliver, install, dismantle, and haul the technical requirements and provision of manpower for Sonik Sessions 2025</p> <p>* Provide sufficient manpower and materials for the installation of the requirement</p> <p>* Complete the scope of work as per agreed timeline with CITEM</p> <p>* Host Script based on the Technical Script</p> <p>* Promote the activity and CREATEPhilippines among its network</p> <p>* Engage in interviews intended for promotion, if necessary</p> <p>* Should there be any clause left unclear, the Service Provider should adhere to CITEM's guidelines and decision</p>			

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Very truly yours,

ATTY. ANNA GRACE I MARPURI

Department Manager III, CSD

CONFORME:

Roseller Juan Miguel L. Constantino

Name & Signature of Contractor/Supplier

Date

BUR No. T-(MP-25070970

DATE 07/01/25

AMOUNT ₱224,000.00

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

MARJO F. EVIO

Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

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CONTRACTOR/SUPPLIER HYBRIDISM MEDIA, INC..

ADDRESS GF Hamilton Centre, 9598 Kamagong St.,
San Antonio, Makati City

MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM

PAYMENT TERM 30 days

PLACE OF DELIVERY

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
<p>ROLES/RESPONSIBILITIES OF CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS (CITEM)</p> <ul style="list-style-type: none"> CITEM Project officer will be providing the following requirements: <ul style="list-style-type: none"> a. Technical Script CITEM EDD Designer shall be providing the following requirements: <ul style="list-style-type: none"> b. Design and Technical Drawings of the stage c. Directional signage requirements d. Venue Enhancements (if applicable) Market the event through existing promotion channels and network of the agency. Ensure regular coordination with the contractor to ensure the smooth implementation of the workshop components Handle collection of participants' feedback/evaluation forms Lead onsite participant management Schedule a post-event evaluation meeting Timely processing of payment to the contractor 			

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

Roseller Juan Miguel L. Constantino

Name & Signature of Contractor/Supplier

Date

BUR No. T-MWP-25070970

DATE 07/01/25

AMOUNT P224,000.00

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

MARJO F. EVIO

Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

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06/04/2025

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CONTRACTOR/SUPPLIER **HYBRIDISM MEDIA, INC.**

ADDRESS **GF Hamilton Centre, 9598 Kamagong St.,**

San Antonio, Makati City

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
OTHER CONDITIONS: Contractors will undergo a mandatory site visit or participate in an online meeting and assessment conducted by a representative from the Creative Services Department. Event Details: SONIK SESSIONS 2025 Theme: UN MONDE Venue: THE ASTBURY			
DATE/TIME	SESSION TITLE		
3:00pm	Welcome Aperitifs & Delegates Mixer		
3:00pm	Opening Remarks: French Embassy CITEM		
3:30pm	Keynote Moment: "Sonic Bridges: Exporting Culture Through Sound" speakers: 2025 SONIK Sessions powered by CREATEPhilippines		
	PANEL	MODERATOR	PANELISTS
	Copyright, Music Tech, and Global Touring: A Collaborative Future	Mony Romana	Polo Ruesz Sabrina Durand Clementin Diard Francois Planquette Emerson Cuyo Director General Brigitte da Costa-Villaluz
	Exporting Filipino Sound: The Roadmap to Global Success	Shaira Joy Nacino	Polo Ruesz Leah Pulido Ocampo Bobby Ifran
	Creative Economy 2.0: How Music Drives Economic Growth	Atty Gio Gomez	Dan Vo Supattra Tunngern Cube Wu Sabrina Durand
	Crossing Borders with Sound: The Power of Digital Platforms in Music Export	Mike Constantino	Andrei Pamintuan Clementin Diard Francois Planquette Arlin Rashdi

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

Roseller Juan Miguel L. Constantino

Name & Signature of Contractor/Supplier

Date

BUR No. **F-WAP-25070970**

DATE **07/01/25**

AMOUNT **P 774,000.00**

Funds Available:

WILMA C. DULAO

OIC-Chief Comptrollership

Recommended by:

MARJO F. EVIO

Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

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MODE OF PROCUREMENT **Small Value Procurement**

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PAYMENT TERM **30 days**

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4:00pm Performance: GABBA/Tarsius			
4:30pm Industry Panel 1			
5:00pm Industry Panel 2			
5:45pm Performance: Jose Miguel/SOS			
6:00pm Closing Remarks			
6:10pm Networking			

SPECIFICS	NO. OF UNITS	DAYS	DESCRIPTION
TECHNICAL REQUIREMENTS:			
Lighting Provision (Lobby Conference)	1 lot	1 day	Lighting provision applicable for the program
Professional Sound System	1 lot	1 day	Specific requirements – must include: (7 units) Wireless microphones (3 units) Lapel microphone (6 units) Comsets
Monitor Screens	2 units	1 day	Monitor Screens that mirror the LED Screen onstage
MANPOWER (9 pax in total)			
Registration	2 pax	1 day	Shall be in-charge of welcoming participants and capturing participant data for the database.
Host / Masters of Ceremony	1 pax	1 day	Shall be in-charge of welcoming guests, introducing speakers, providing needed fillers during the program; announcing the upcoming events/activities, and moderate the panel session if necessary.
Production team	3 pax	1 day	Shall be in-charge of the installation and dismantling of the lighting and sound equipment.
Audio and Visual Operators	2 pax	1 day	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
Technical Director	1 pax	1 day	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.

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

CONFORME:

Roseller Juan Miguel L. Constantino

Name & Signature of Contractor/Supplier

Date

BUR No. **T-AUP-2025-0398**

DATE **07/01/25**

AMOUNT **P 724,000.00**

Funds Available

WILMA G. DULAY

OIC-Chief Controllershship

Recommended by:

MARJO F. EVIO

Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

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OTHER REQUIREMENTS

Event Script

1-day event script

Must provide a transcript where the dialogue of the hosts and moderators, and one or more presenters and the order in which they will occur is indicated.

TERMS OF PAYMENT

Deliverable	% of Payment
100% On-boarded CITEM-Approved Panelists for the program	50%
Conduct of the event with Post-event Report/Final Accomplishment Evaluation of Workshops	50%

RISK PROTECTION AND MANAGEMENT

Deductions shall be implemented under the following conditions:

- 20% deductions will be applied for each undelivered item listed in the "Items to Bid" section of this requirement.
- A 20% deduction will be imposed for the late turnover of requirements if deemed unreasonable.

Inability of the contractor to conduct the 1-day training program for reasons deemed unjustifiable by CITEM shall result in the immediate cancellation of the contract with no further obligations or liabilities on the part of the contracting entity. However, should the failure to conduct the training be caused by circumstances beyond the reasonable control of the contractor, including but not limited to force majeure events, the sessions shall be rescheduled to a mutually agreed upon date.

TOTAL AMOUNT IN WORDS: TWO HUNDRED TWENTY FOUR THOUSAND PESOS

Php224,000.00

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

Roseller Juan Miguel L. Constantino

Name & Signature of Contractor/Supplier

Date

BUR No. **T-QUIP-75070970**

DATE **07/01/25**

AMOUNT **₱224,000.00**

Funds Available:

WILMA G. DULAY

OIC-Chief, Controllership

Recommended by:

MARIO F. EVIO

Department Manager III, SBD

Approved by:

LEAH PULIDO OCAMPO

Executive Director