

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: 2022-0056	JO Date: 06/28/2022	PAGE 1/2
PR No.: 2022-0139	PR Date: 05/23/2022	

CONTRACTOR/SUPPLIER **PATTI CARPENTER**
 ADDRESS **77 W. 15th St. Studio 6F New York City,
 New York, USA**
 MODE OF PROCUREMENT **Overseas Procurement**

DELIVERY TERM
 PAYMENT TERM
 PLACE OF DELIVERY
 DATE OF DELIVERY **July 12 - Dec 31, 2022**

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
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Engagement of an International Business Development Specialist for the US Market

SCOPE OF WORK & DELIVERABLES WITH VALUATION

Scope and deliverables	%	Value in PhP
<p>I. Buyer Introduction</p> <ul style="list-style-type: none"> Facilitate the introduction to a total twenty (20) FAME+ brands, with select group of key buyer prospects based in the United States (min. of 5 unique buyers), for the purpose of export promotion and securing business connections and/or transactions for the participating brands; Encourage buyer contacts to sign up as trade buyer to FAME+ to discover more Philippine Brands; Conduct minimum of 2 coaching/consultation sessions (either by group or one-on-one) with the participating brands for final line selection for the buyer introduction. Provide feedback and buyer/market insights to FAME+ for guidance in future collection development 	40%	Php324,030.00
<p>II. Media Introduction</p> <ul style="list-style-type: none"> Provide media introductions for FAME+ to various media outlets, with stronger focused on applicable Trade Publications, including but not limited to: <ul style="list-style-type: none"> Home Furnishings Today, Gifts and Decorative Accessories, Furniture World, Home Accents Today, Rug News Today, or other similar relevant trade publications; Shelter publications such as but not limited to Designers Today, Furniture, Lighting and Décor, Elle Décor, Architectural Digest, or other similar applicable media titles (i.e. Country Living, House Beautiful, Veranda, Dwell, Covete, Conde Nast: House & Garden, The World of Interiors, HGTV magazine etc.) as deemed fit, to amplify the exposure of participating products or brands. 	30%	Php243,022.50

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 _____ 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 Job Order upon delivery.

Very truly yours,

BUR No. **OTF-BC-**

22070497

DATE **07/05/2022**

AMOUNT

Php810,075.00 or
 US\$15,000.00

Funds Available:

Recommended by:

MARJO F. EVIO
 OIC-DM, OG 1

Approved by:

PAULINA SUACO-JUAN
 Executive Director

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department

CONFORME
PATTI Y. CARPENTER

Name & Signature of Contractor/Supplier

07/12/2022

Date

MALERNA C. BUYAO
 Chief, Controllership Division

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CONTRACTOR/SUPPLIER PATTI CARPENTER	DELIVERY TERM _____
ADDRESS 77 W. 15th St. Studio 6F New York City, New York, USA	PAYMENT TERM _____
MODE OF PROCUREMENT Overseas Procurement	PLACE OF DELIVERY _____
	DATE OF DELIVERY July 12 - Dec 31, 2022

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 align="center">Scope and deliverables</p> <ul style="list-style-type: none"> • Provide insights and guidance to FAME+ Content Production and Editorial team in crafting suitable content and materials for distribution to media outlets; • Provide insights and guidance to the Creative Team, including to the Art Director and production team of FAME+ Home and Lifestyle Campaign pictorial; • Facilitate the distribution of applicable FAME+ contents and materials to relevant media titles. Minimum of 5 media outlets. 		%	Value in Php
III. Event Speakership • Conduct a masterclass presentation on global color and trend report for FAME+ Market Days, in October 2022		30%	Php243,022.50
TOTAL		100%	Php810,075.00

TERMS OF PAYMENT

The Contracted price for this engagement is USD 15,000.00 OR A TOTAL OF PHP 810,075.00, broken down as follows:

Activities	Requirement for Payment	% of Payment
Buyer Introduction	Submission of report on Buyer Introductions conducted and made for all 20 participating brands	40%
Media Introduction	Submission of list of relevant media titles endorsed to FAME+ team. Minimum of 5 media titles with direct contact details	30%
Event Speakership	Copy of Presentation deck/materials and recording of concluded event	30%
		100%

The engagement is valid from release of Job Order to December 2022, or upon satisfactory completion of deliverables.

TOTAL AMOUNT IN WORDS: FIFTEEN THOUSAND US DOLLARS OR A TOTAL OF EIGHT HUNDRED TEN THOUSAND SEVENTY-FIVE PESOS	Php 810,075.00 or US\$15,000.00
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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 Job Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department
 CONFIRM.
PATTI Y. CARPENTER
 Name & Signature of Contractor/Supplier
 07/12/2022
 Date

OTF-BC-
 BUR No. **22070497**
 DATE **07/05/2022**
 AMOUNT **Php810,075.00 or US\$15,000.00**
 Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

MARJO F. EVIO
 OIC-DM, OG 1 Area
 Approved By:

PAULINA SUACO-JUAN
 Executive Director