

# 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: <b>2024-003</b>	JO Date <b>01/11/2024</b>	PAGE <b>1/2</b>
PR No.: <b>2024-0013</b>	PR Date: <b>12/18/2023</b>	

CONTRACTOR/SUPPLIER <b>THE KRE8TIV GmbH</b>	DELIVERY TERM .....
ADDRESS <b>Am Sparrenberg, Bielefeld, Germany</b>	PAYMENT TERM .....
MODE OF PROCUREMENT <b>Overseas Procurement</b>	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
<b>MARKET INTELLIGENCE SPECIALIST FOR AMBIENTE 2024</b>			<b>EUR 6,000.00</b>
Scope of Work: The Market Intelligence Specialist for the Learning Tour/Market Intelligence Activity in Ambiente 2024 will be engaged from January 2024 to February 2024 to deliver the following scope of work: I. Itinerary Development, Coordination, and Confirmation <ul style="list-style-type: none"> <li>Develop a 3-day itinerary                             <ul style="list-style-type: none"> <li>- one (1) day itinerary covering selected fair halls for Ambiente</li> <li>- two (2) days itinerary covering nearby showrooms, museums, galleries, factories, and creative hub within Frankfurt;</li> </ul> </li> <li>Handle local coordination and confirmation with each of the proposed destinations.</li> <li>Act as a point person of the Project Team and ensure that all pre-identified specifications about the activity are properly relayed to the respective destinations.</li> <li>Arrange venue and cover cost for the refreshments of the participants. Choices for set meal / dishes to be served will be pre-approved. Participants will have to shoulder their own additional charges.</li> </ul> II. Onsite Guide <ul style="list-style-type: none"> <li>Act as an onsite guide of the participants for the three (3) days itinerary during Ambiente.</li> <li>Assist CITEM and participants for any local concerns that may arise outside the scheduled itinerary.</li> </ul>	<b>Php365,072.40</b>		

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 M. MARPUR**  
 OIC- DM, Corporate Service Dept.

CONFORME:

*Andrea Arañador-Ferrí*  
 ANDREA ARAÑADOR-FERRI  
 Name & Signature of Contractor/Supplier

18 JANUARY 2024  
 Date

BUR No. AMBIENTE - 24010082  
 DATE Jan. 12, 2024  
 AMOUNT EUR 6,000 / P 365,072.40

Recommended by:  
*Marjo F. Evio*  
**MARJO F. EVIO**  
 OIC-OG1

Approved by:  
*Ma. Lourdes D. Mediran*  
**MA. LOURDES D. MEDIRAN**  
 Deputy Executive Director

Funds Available:  
*Ma. Lourdes D. Mediran*  
**MALERNA C. BUYAO**  
 Chief Controllership

# 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: <b>2024-003</b>	JO Date: <b>01/11/2024</b>	PAGE <b>2/2</b>
		PR No.: <b>2024-0013</b>	PR Date: <b>12/18/2023</b>	

CONTRACTOR/SUPPLIER <b>THE KRE8TIV GmbH</b> ADDRESS <b>Am Sparrenberg, Bielefeld, Germany</b> MODE OF PROCUREMENT <b>Overseas Procurement</b>	DELIVERY TERM ..... PAYMENT TERM ..... 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
III. Shuttle Service			EUR 6,000.00
<ul style="list-style-type: none"> <li>Shoulder cost for the transportation of participants for the two (2) days itinerary developed outside Ambiente.</li> </ul>			Php365,072.40
IV. Entrance Fee			
<ul style="list-style-type: none"> <li>Cover expense for entrance fee prior arrival of CITEM and the participants in Frankfurt to administer a smooth flowing guided tour onsite and avoid long lines and possible delays, if there's any.</li> </ul>			

**TIMELINE**

<b>SPECIFICS</b>	<b>TIMELINE</b>
Administrative Preparations (c/o CITEM)	
• Procurement period	Dec. 2023
Development & Submission of Itinerary	Jan. 2024
Learning Tour Proper	Jan. 26 to 28, 2024
Submission of Report and Recommendations	Feb. 28, 2024

**CONTRACT AMOUNT AND MODE OF PAYMENT**

The contract amount is EUR6,000 (min 10 pax - max 15 pax) inclusive of all incidental expenses and applicable taxes. Payment shall be made in the following schedule:

40%	- Upon submission and approval of the proposed itinerary	
50%	- Upon completion of the tour	
10%	- Upon submission of report and recommendations	

**Six Thousand Euro**

**EUR 6,000.00**

**TOTAL AMOUNT IN WORDS:** Three Hundred Sixty Five Thousand Seventy Two and & 40/100 **Php365,072.40**

*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,  <b>ATTY. ANNA GRACE I. MARPUR</b> OIC- DM, Corporate Service Dept.	BUR No. <u>AMBIENTE - 2401 0082</u> DATE <u>Jan. 12, 2024</u> AMOUNT <u>EUR 6,000 / P365,072.40</u>	Recommended by:  <b>MARJO F. EVIO</b> OIC-OG1
--	---	--

**CONFORME:**

 ANDREA ARAÑADOR-FERRÍ Name & Signature of Contractor/Supplier	Funds Available:  <b>MALERNA O. BUYAO</b> Chief Controllorship	Approved by:  <b>MA. LOURDES D. MEDIRAN</b> Deputy Executive Director
--	---	--

18 JANUARY 2024  
Date