

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner San. Gil J. Puyat Avenue
 1360 Pasay City, Metro Manila, Philippines
 (632) 831-2201 to 09 ext. 218 (632) 831-1366, 832-3965
 info@citem.com.ph www.citem.com.ph



JO Number:
 2019-0306
~~2019-0918~~

JO Date:
 18 Nov-19
 09/24/2019

PAGE
 1 of 5

KUNST AND KARTE CORP.

CONTRACTOR: **KUNST AND KARTE CORP.**
 ADDRESS: **Meliton Espiritu Compound, San Antonio, Sucat, Paranaque City**

DELIVERY TERM: 30 days
 PAYMENT TERM: CITEM
 PLACE OF DELIVERY: _____
 DATE OF DELIVERY: _____

MODE OF PROCUREMENT: Small Value Procurement

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 DESIGN DIRECTOR FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2020 SCOPE OF WORK: The Design Director for the Philippine Participation in Ambiente 2020 will be engaged from November 2019 to March 2020 to deliver the following scope of work: I. Design Direction 1. Provide the overall creative design direction for the Philippine participation in Ambiente 2020 in consideration with the theme identified by the project team; 2. In cooperation with CITEM, ensure the consistent translation of the design direction in all design requirements such as booth design, product development designs, collateral designs, and visual merchandising of products; 3. Lead the CITEM Team and the participants in the set-up of the Philippine pavilion in Ambiente 2020. II. Booth Design 1. Provide concept of the Pavilion design to achieve a thematic presentation of the Philippine participation to Ambiente; B.S. Ambiente 2020			800,000.00
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, she 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,

JAIME ANTONIO S. SANDOVAL
 Head, STREDO/Procurement

BUR No. AMB-1911734
 DATE 11/28/19
 AMOUNT ₱ 800,000.00

Recommended by:
ATTY. ANNA GRACE I. MARPURI
 OIC-DM, OG1

CONFORME:

 Name & Signature of Contractor/Supplier
 Date: _____

Funds Available:

MALERNA C. BUYAO
 DC, Controllership Div.

Approved by:
MA. LOURDES U. MEDIRAN
 Deputy Executive Director

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard Corner Ben Q. J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 (632) 831-2201 to 09 ext. 215 (632) 831-1368, 832-3865
 info@citem.com.ph www.citem.com.ph



JO Number:	JO Date:	PAGE 2 of 5
2019-0306	18-Nov-19	
PR No.:	PR Date:	
2019-0918	9/24/2019	

CONTRACTOR/SUPPLIER **KUNST AND KARTE CORP.**
ADDRESS Lot 7 Block 2 Meliton Espiritu Compound,
 San Antonio, Sucat, Paranaque City
MODE OF PROCUREMENT
 Small Value Procurement

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

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>HIRING OF DESIGN DIRECTOR FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2020</p> <p>SCOPE OF WORK:</p> <p>2. Develop the general booth and structural design for the Philippine participation in Ambiente 2020 in coordination with the assigned CITEM Exhibition Team.</p> <p>III. Product Development, Selection, and Curation</p> <p>1. Meet with the hired Product Designer in a regular basis to approve every design proposal prior submission to companies and to ensure compliance of the designs according to the overall design direction provided;</p> <p>2. Lead the conduct of the final line selection, inspection, and mock-up presentation for each participating company prior to product shipment with the assistance of the hired Product Designer;</p> <p>3. Be present at Ambiente 2020 during ingress to conduct onsite curation/ visual merchandising of product displays;</p> <p>4. Where necessary, enter into a separate agreement with companies regarding intellectual property, ownership, royalties, and/or special agreements on the companies' outputs.</p> <p>5. Will not hold CITEM responsible for any issue that may arise pertaining to said agreements with companies.</p> <p>B.S. Ambiente 2020</p>			

TOTAL AMOUNT IN WORDS: Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Head, STREDO/Procurement
 CONFORME:

 Name & Signature of Contractor/Supplier
 Date: _____

BUR No. AMAS-MIIP34
 DATE 11/28/19
 AMOUNT P800,000.00
 Funds Available:

MALERNA C. BLIYO
 DC, Controllership Div.

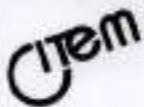
Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, OGI
 Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

JOB ORDER

CITEM.STR.FR.005



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
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 ✉ info@citem.com.ph @ www.citem.com.ph



JO Number: 2019-0306	JO Date: 18-Nov-19	PAGE 3 of 5
PR No.: 2019-0918	PR Date: 9/24/2019	

CONTRACTOR/SUPPLIER KUNST AND KARTE CORP.	DELIVERY TERM
ADDRESS Lot 7 Block 2 Meliton Espiritu Compound, San Antonio, Sucat, Paranaque City	PAYMENT TERM 30 days
MODE OF PROCUREMENT Small Value Procurement	PLACE OF DELIVERY CITEM
	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>HIRING OF DESIGN DIRECTOR FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2020</p> <p>SCOPE OF WORK:</p> <p>IV. Brand Ambassadorship</p> <ol style="list-style-type: none"> Act as Brand Ambassador of the Philippine participation in Ambiente 2020, with the following specific roles: <ol style="list-style-type: none"> Represent the Philippine participation in Ambiente 2020 in local and international marketing and promotion initiatives which include features and interview across various media platforms; Engage in various activities intended for the promotion of the Philippine participation in Ambiente 2020, such as, but not limited to courtesy calls, launches, and press conferences. <p>V. Market Specialist and Business Consultant</p> <ol style="list-style-type: none"> Conduct pre-event seminar/consultation to participating companies on topic of Market Trends; Provide assessment for each participating company based on their show performance at Ambiente and identify areas for improvements on how they can improve their succeeding participation in International fairs; <p>B.S. Ambiente 2020</p>			

TOTAL AMOUNT IN WORDS: _____ P/ps

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Head, STREDO/Procurement
 CONFORME

 Name & Signature of Contractor/Supplier
 Date

BUR No. AMB20-1918730
 DATE 11/28/19
 AMOUNT ₱ 800,000.00
 Funds Available:

MALERNA C. BUYKO
 DC, Controllership Div.

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, OGI
 Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

JOB ORDER

CITEM.STR.FR.006



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JO Number: 2019-0306	JO Date: 18-Nov-19	PAGE 4 of 5
PR No.: 2019-0918	PR Date: 9/24/2019	

CONTRACTOR/SUPPLIER **KUNST AND KARTE CORP.**
 ADDRESS **Lot 7 Block 2 Meliton Espiritu Compound,
 San Antonio, Sucat, Paranaque City**
 MODE OF PROCUREMENT
Small Value Procurement

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

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DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
<p>HIRING OF DESIGN DIRECTOR FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2020</p> <p>SCOPE OF WORK:</p> <p>3. Conduct a design tour in Ambiente focused on trend spotting and market sensing for the participants of the learning activity targeted to the following:</p> <ul style="list-style-type: none"> a. Companies who intend to target Germany as a market; b. Developing companies looking for platforms to grow their export business; c. LGUs who intend to learn more about the foreign market to strengthen their local exports. <p>VI. Other Requirements</p> <ul style="list-style-type: none"> 1. Attend all required meetings with the CITEM Project Team for Ambiente 2020 or the CITEM Management. 2. Bear the cost/expenses and facilitate own logistical requirements of the trip to Ambiente as well as own personal and incidental expenses to be incurred from the trip. <p>TIMELINE:</p> <p>Development of Creative Direction</p> <ul style="list-style-type: none"> * Downloading of the creative direction with the project team and the hired Product Designer. <p>B.S. Ambiente 2020</p>				

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Head, STREDO/Procurement
 CONFORME:

 Name & Signature of Contractor/Supplier
 Date _____

BUR No. AMB20-1911173
 DATE 11/25/19
 AMOUNT ₱ 500,000.00
 Funds Available:

MALERNA C. BUJAO
 DC, Controllership Div.

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, OGI
 Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

JOB ORDER

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JO Number: 2019-0306	JO Date: 18-Nov-19	PAGE 5 of 5
PR No.: 2019-0918	PR Date: 9/24/2019	

CONTRACTOR/SUPPLIER **KUNST AND KARTE CORP.**
 ADDRESS **Lot 7 Block 2 Meliton Espiritu Compound,
 San Antonio, Sucat, Paranaque City**
 MODE OF PROCUREMENT
Small Value Procurement

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

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF DESIGN DIRECTOR FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2020 Product Development and Selection Pre-event seminar to participating companies Pavilion Design Conceptualization and Approval * Engagement of official contractor Shipment of items (MNL-FRA) Ingress * Onsite supervision, execution, and visual merchandising Event Proper * Conduct design tour for the purpose of trend spotting and market sensing Egress and evaluation Mode of Payment: Payment shall be made in the following schedule: 15% - Upon submission and approval of proposed overall direction/theme 50% - Upon submission of proposed pre-event seminar plan 35% - Upon submission of post-event evaluation report B.S. Ambiente 2020			November 2019 November 2019 November 2019 December 2019 05-06 February 2019 07-11 February 2019 11 February 2019

TOTAL AMOUNT IN WORDS: **EIGHT HUNDRED THOUSAND PESOS** Phip **800,000.00**

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Head, STREDO/Procurement
 CONFORME:

 Name & Signature of Contractor/Supplier
 Date _____

BUR No. ATMB20-19111736
 DATE 11/28/19
 AMOUNT 800,000.00

 Funds Available:

MALERNA C. BUYAO
 DC, Controllershship Div

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, OG1

 Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director