



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner San. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 (832) 831-2201 to 09 ext. 218 (832) 831-1368, 832-3965
 info@citem.com.ph www.citem.com.ph



JO Number:
2019-0225

JO Date:
17-Sep-19

PAGE

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PR No.:
2019-714

PR Date:
7/23/2019

CONTRACTOR/SUPPLIER **STANLEY CHAN RUIZ**

ADDRESS **Estudio Ruiz Design Consultancy**
Lot 36-C, Blk 212, Franc St., Phase 8
North Fairview 2, Quezon City

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

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

HIRING OF LEAD DESIGNER AND CURATOR FOR PHILIPPINES-TAIWAN CRAFT CULTURAL COLLABORATION

400,000.00

Scope of Work:

The Lead Designer-Curator is tasked to provide the creative direction for the product development of the Philippine design team who will collaborate with Taiwan manufacturers under this exchange program. As such, he/she is expected to deliver the following:

- * Provide mentorship to members of the Philippine design team in relation to the designs being developed under this program.
- * Ensure designs are translatable from conceptual to commercial product development.
- * Provide insights on trends in major overseas trade fairs that will guide the product development direction of the program.

The Lead Designer's scope of work and deliverables shall include the following:

- * Design guidelines provided through storyboards and written design brief after first coordination meeting with Taiwan design team and Taiwan manufacturers between last week of August to 2nd week of September.
- * Attendance in CITEM organized consultation and coordination meetings with Philippine design team.

B.S. Phils. Taiwan Craft Cultural

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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% 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
JAIME ANTONIO S. SANDOVAL
 Head, STREDO/Procurement

BUR No. PTCC-19091255

DATE 9/20/19

AMOUNT ₱ 400,000.00

Recommended by *Anna Grace I. Marpuri* 09/18
ATTY ANNA GRACE I. MARPURI
 OIC-DM, OG1

CONFORME:

Stanley C. Ruiz
STANLEY C. RUIZ
 Name & Signature of Contractor/Supplier

Funds Available
Malerna C. Boyao
MALERNA C. BOYAO
 DC, Controllership Div.

Approved by *Paulina Suago-Juan*
PAULINA SUAGO-JUAN
 Executive Director

Date



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CONTRACTOR/SUPPLIER STANLEY CHAN RUIZ ADDRESS Estudio Ruiz Design Consultancy Lot 36-C, Blk 212, Franc St., Phase 8 Mode of Procurement 2, Quezon City 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			
HIRING OF LEAD DESIGNER AND CURATOR FOR PHILIPPINES-TAIWAN CRAFT CULTURAL COLLABORATION Scope of Work: <ul style="list-style-type: none"> * Submission of progress reports after 1st and 2nd product development visits in Taiwan. * Line selection and editing during prototype inspections. * Design of product showcase that will be taken on a roadshow to various overseas trade fairs and will culminate via a special setting in Manila FAME October 2020. Dates and Deadlines of Deliverables: <ul style="list-style-type: none"> * Design guidelines provided in storyboards and written design brief not later than 30 September 2019. * Attendance in monthly consultation and coordination meetings as called for and agreed with designers. (4 meetings - September, October, November and December 2019) * Submission of progress report <ul style="list-style-type: none"> > 1st report by last week of October 2019 > 2nd report by 2nd week of December 2019 > Final report upon completion of project in October 2020 * Line selection and editing upon inspection of prototypes by 2nd week of December 2019 * Curatorial brief and design of showcase by 2nd week of January 2020 B.S. Phils. Taiwan Craft Cultural						

TOTAL AMOUNT IN WORDS: _____ Ptp

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Very truly yours,

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

STANLEY C. RUIZ
 Name & Signature of Contractor/Supplier
 Date _____

BUR No. PTCC-14091285
 DATE 9/20/19
 AMOUNT ₱ 400,000.00
 Funds Available:

MALERNA C. BUYAO
 DC, Controllership Div.

Recommended by:

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

PAULINA SUACO-JUAN
 Executive Director

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
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CONTRACTOR/SUPPLIER: **STANLEY CHAN RUIZ**

ADDRESS: **Estudio Ruiz Design Consultancy**
Lot 36-C, Blk 212, Franc St., Phase 8
North Fairview 2, Quezon 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

HIRING OF LEAD DESIGNER AND CURATOR FOR PHILIPPINES-TAIWAN CRAFT CULTURAL COLLABORATION

Payment Terms and Schedule:

- 1st tranche - 25% upon submission of Design Guidelines
- 2nd tranche - 25% upon submission of second report and assessment of product development status
- 3rd tranche - 25% upon execution of the first batch of OTFs (including Creative Taiwan Expo 2020)
- 4th tranche - 25% upon completion of project and submission of final report

Duration

September 2019 - October 2020 (14 months)

B.S. Phils. Taiwan Craft Cultural

TOTAL AMOUNT IN WORDS:

FOUR HUNDRED THOUSAND PESOS

Php

400,000.00

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Head, STREDO/Procurement

CONFORME:

STANLEY C. RUIZ
 Name & Signature of Contractor/Supplier

Date

BUR No. P1CC-140A1285

DATE 9/20/19

AMOUNT ₱ 400,000.00

Fund Available:

MALERNA C. BUYAO
 DC, Controllership Div.

Recommended by:

ANNA GRACE I. MARPURI
 OIC-DM, OGI

Approved by:

PAULINA SUACO-JUAN
 Executive Director