



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 T: (832) 831-2201 to 09 ext. 218 F: (832) 831-1300, 832-3965 E: info@citem.com.ph @ www.citem.com.ph		JO Number:	JO Date:	PAGE
		2020-059	09-02-2020	
		PR No.:	PR Date:	
		2020-0194	04-27-2020	

CONTRACTOR/SUPPLIER: KATHERINE BUNAG (The Guild2611 Co)
 ADDRESS: 2611-K Lamayan Street, Sta Ana Manila
 MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

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						
HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + GERMANY/EU OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020 Scope of Work: Manila FAME October 2020 1. Product Development/Selection Program 1. Upon CITEM coordinator's identification and assignment of companies to each product designer, based on the companies' product category and application, product designers shall conduct 2-3 consultation meetings regarding product development/enhancement/selection/mix to each participating company within the work calendar/engagement and through the appropriate CITEM coordinator. 2. Oversee the product development program of participating companies for Manila FAME October 2020. Minimum of 6 new products per company. Total Number of companies and required Product Designer, below: <table border="1"> <tr> <td>Product Designer</td> <td>Minimum No. of Companies</td> <td>Target No. of Companies</td> </tr> <tr> <td>1 Product Designer for Home & Lighting (sourcing) + Germany/EU</td> <td>20 companies</td> <td>30 companies</td> </tr> </table> 3. Develop specifically market targeted capsule collections for participating companies. The products to be developed shall target overseas markets particularly buyers from Europe, Germany, the US and Asia Markets, being the consistent and biggest buyer arrivals of Manila FAME. The newly developed products shall be showcased collectively in Manila FAME 2020. Likewise, products developed targeting particular markets may be shown as standalone collections should any of the participating companies also join overseas trade shows i.e. Maison et Objet 2020 (Paris)	Product Designer	Minimum No. of Companies	Target No. of Companies	1 Product Designer for Home & Lighting (sourcing) + Germany/EU	20 companies	30 companies			Php840,000.00
Product Designer	Minimum No. of Companies	Target No. of Companies							
1 Product Designer for Home & Lighting (sourcing) + Germany/EU	20 companies	30 companies							

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 representatives/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 the 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
 Chief, STREDO & Procurement Division

CONFORME:

 KATHERINE BUNAG
 Name & Signature of Contractor/Supplier

DATE: 9/7/2020
 AMOUNT: Php 840,000.00
 Funds Available:

 MALERNA C. BUYAO
 Chief, Contracting Division

Recommended by:

 ATTY. ANNA GRACE I. MARFURI
 OIC-DM, Operations Group 1

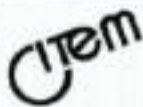
Approved by:

 PAULINA SUAGO JUAN
 Executive Director

Date: _____

JOB ORDER

CITEM-STRLFR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Gen. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 ☎ (832) 831-2201 to 90 ext. 318 ☎ (832) 831-1398, 832-3966
 ✉ info@citem.com.ph @ www.citem.com.ph



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PR No.: 2020-0194	PR Date: 04-27-2020	

CONTRACTOR/SUPPLIER: **KATHERINE BUNAG (The Guild2611 Co)**
 ADDRESS: **2611-K Lamayan Street, Sta Ana Manila**
 MODE OF PROCUREMENT: **SMALL VALUE PROCUREMENT**

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<p>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + GERMANY/EU OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020</p> <p>4. Specifically, products to be developed for France + EU Market shall be likewise showcased in the Maison et Objet in September 2020, and the product specialist shall conduct visual merchandising and curation of newly developed products for the said tradeshow.</p> <p>5. Lead the creative collaboration between the companies. Cover for the personal travel expenses required to correspond/conduct 2-3 meetings/factory visits with each company, as follows:</p> <ul style="list-style-type: none"> a. Initial consultation meeting to provide product design and development direction; b. Initial prototype-inspection to review and evaluate product samples and prototypes; and c. Final prototype-inspection to review developments in product samples and prototypes and to finalize collections for display at the special setting. <p>6. Should the product designer/s be unable to serve the sector/market they are assigned due to unforeseen circumstances or force majeure, and other factors beyond their control (e.g. no applicants), they shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary.</p> <p>Below are the alternative deliverables that may be suggested or negotiated with the product development designers should there be any unforeseen circumstances that arise that hinder the successful delivery of the projects:</p>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

Jaime Antonio S. Sandoval
JAIME ANTONIO S. SANDOVAL
 Chief, STREDD & Procurement Division
 CCNFORME

Katherine Bunag
KATHERINE BUNAG

Name & Signature of Contractor/Supplier

Date

BUR No. **MFO-20090585**

DATE **8/7/2020**

AMOUNT **Php 840,000.00**

Funds Applied
Malerna C. Buyao
MALERNA C. BUYAO
 Chief, Controliership Division

Recommended by:



Anna Grace I. Marpur
ATTY. ANNA GRACE I. MARPURI
 OIG-DM, Operations Group 1

Approved by:

Paulina Suaco-Juan
PAULINA SUACO-JUAN
 Executive Director

JOB ORDER

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		2020-0194	04-27-2020	

CONTRACTOR/SUPPLIER KATHERINE BUNAG (The Guild2611 Co) ADDRESS 2611-K Lamayan Street, Sta Ana Manila _____ _____ MODE OF PROCUREMENT <u>SMALL VALUE PROCUREMENT</u>	DELIVERY TERM _____ PAYMENT TERM _____ PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT												
HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + GERMANY/EU OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020															
<table border="1"> <thead> <tr> <th>Conditions</th> <th>Actions</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1. No applicants</td> <td>Cancelled contract</td> <td>CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case when there are no interested sign-ups, CITEM shall formally inform the designer/s and release them from the contract</td> </tr> <tr> <td>2. Does not meet target no. of companies</td> <td>CITEM may allow the designer/s to provide design services to participants from a different market/ sector to meet their own targets, as long as the other designers' deliverables shall not be affected.</td> <td>Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different sectors/markets.</td> </tr> <tr> <td>3. Does not meet minimum no. of companies</td> <td>CITEM will compensate the designers based on the number of companies they served.</td> <td>For example: 15 companies successfully assisted x Design Specialist's Rate = Payment Designer shall receive</td> </tr> </tbody> </table>				Conditions	Actions	Remarks	1. No applicants	Cancelled contract	CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case when there are no interested sign-ups, CITEM shall formally inform the designer/s and release them from the contract	2. Does not meet target no. of companies	CITEM may allow the designer/s to provide design services to participants from a different market/ sector to meet their own targets, as long as the other designers' deliverables shall not be affected.	Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different sectors/markets.	3. Does not meet minimum no. of companies	CITEM will compensate the designers based on the number of companies they served.	For example: 15 companies successfully assisted x Design Specialist's Rate = Payment Designer shall receive
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TOTAL AMOUNT IN WORDS:			Php												

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division
 CONFORME: 
KATHERINE BUNAG
 Name & Signature of Contractor/Supplier
 Date _____

BUR No. MFC-20090585
 DATE 9/7/2020
 AMOUNT Php 840,000.00
 Fund Available: 
MALERNA C. BOYAO
 Chief, Controliership Division



Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1
 Approved by:

PAULINA SUACO-JUAN
 Executive Director

JOB ORDER

CITEM.STR.FR.006

 CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Ben. Ciri J. Pujat Avenue 1300 Pasay City, Metro Manila, Philippines ☎ (632) 831-2201 to 09 ext. 218 ☏ (632) 831-1368, 832-3985 ✉ info@citem.com.ph @ www.citem.com.ph	 dti PHILIPPINES	JO Number:	JO Date:	PAGE
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + GERMANY/EU OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020 II. Brand Ambassadorship Act as Manila FAME Ambassador with the following specific roles: a. Uphold the image of Philippine design and craftsmanship among local and international buyers as well as other partners and stakeholders both from public and private sectors; b. Headline Manila FAME in local and international marketing and promotion initiatives which include features, interviews and portraits for all forms of mass media which include broadcast (television and radio), print (broadsheets, magazines, and other print collateral), outdoor (posters), and digital (emails, websites, blogs, and other internet-based media); c. Engage in public and media relations activities intended for the promotion of Manila FAME such as but are not limited to courtesy calls, launches, and press conferences; and d. Diligently attend all Manila FAME special events such as but not limited to the Opening Ceremonies and the KATHA Awarding Ceremony. III. Report writing and other requirements. a. Submit design concepts and/or any additional documents in support of payments made by CITEM; b. Provide assessment and identify next steps by submitting a comprehensive post- event terminal report detailing delivered undertakings, observations, and recommendations for succeeding Manila FAME editions. The terminal report should be submitted no later than one month after the show; and			
TOTAL AMOUNT IN WORDS:			Php

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Very truly yours,  JAIME ANTONIO S. SANDOYAL Chief, STREDO & Procurement Division CONFORME:  KATHERINE BUNAG Name & Signature of Contractor/Supplier Date: _____	BUR No. <u>MFO-20090565</u> DATE <u>9/7/2020</u> AMOUNT <u>Php 840,000.00</u> Fund Avail:  MALERNA C. BUYAO Chief, Controlship Division	Recommended by:  ATTY. ANNA GRACE I. MARPURI CIC-DM, Operations Group 1 Approved by:  PAULINA SUAZO-JUAN Executive Director
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JOB ORDER

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Sheet Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
1303 Pasay City, Metro Manila, Philippines
Tel. (832) 831-2201 to 03 ext. 218 Fax (832) 831-1368, 832-3965
info@citem.com.ph www.citem.com.ph



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2020-0194	04-27-2020	

CONTRACTOR/SUPPLIER KATHERINE BUNAG (The Guild2611 Co)
ADDRESS 2611-K Lamayan Street, Sta Ana Manila

DELIVERY TERM _____
PAYMENT TERM _____
PLACE OF DELIVERY _____
DATE OF DELIVERY _____

MODE OF PROCUREMENT SMALL VALUE PROCUREMENT

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HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + GERMANY/EU OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020

- c. Bear the cost/expenses and facilitate logistical requirements of the visits to the regions/provinces to conduct product development/selection for Manila FAME October 2020.

PROGRAM OF ACTIVITIES

ACTIVITIES	TIMELINE
Initial Round of Visits/Consultations - One-on-one meetings with participating companies	June 2020
Sending of rendered/additional designs to the companies	July – August 2020
2 nd Round of Visits/Consultations	
Inspection of prototypes	
Product Pictorial	August – September 2020
Line review 2 nd batch of samples for Manila FAME	September 2020
Mock-up	1 st Week of October 2020
Ingress	13 – 14 October 2020
13 October 01:00PM – 10:00PM	
14 October 10:00AM – 10:00PM	
Fair Proper	15 – 17 October 2020
15 October 09:00AM – 07:00PM	
16 October 09:00AM – 07:00PM	
17 October 09:00AM – 07:00PM	
Visual merchandising	
Evaluation	November 2020
Assessment and Next steps	
Report-writing and submission	

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

Jaime Antonio S. Sandoval
JAIME ANTONIO S. SANDOVAL
Chief, STREDO & Procurement Division

CONFORME:

Katherine Bunag
KATHERINE BUNAG

Name & Signature of Contractor/Supplier

Date

BUR No. MFG-20090585

DATE 9/7/2020

AMOUNT Php 840,000.00

Funds Available:

Malerna C. Boyao
MALERNA C. BOYAO
Chief, Controffership Division

Recommended by:

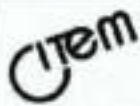
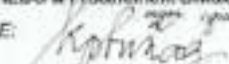
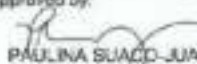
Anna Grace I. Marpur
ATTY. ANNA GRACE I. MARPUR
OIC-DM, Operations Group 1

Approved by:

Pallina Suaco Juan
PALLINA SUACO JUAN
Executive Director

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HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + GERMANY/EU OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020 PERIOD OF ENGAGEMENT The Product Designers will be engaged from the issuance of Award Notice to November 2020. BUDGET AND MODE OF PAYMENT Professional Fee As Product Designers to be hired shall be required to travel, in consideration that exhibitors being served are spread all over the Philippines (and final exhibit execution may be in the country or overseas), to successfully deliver their undertakings, their respective professional fees include travel expenses, and all applicable taxes in the total contract price. Travel budgets vary per destination (domestic and overseas, as required by the corresponding bid category). Total budgetary requirements are: (MANILA FAME SOURCING) a. 1 Product Designer for Home & Lighting + Germany/EU PhP840,000 (inclusive of domestic travel expenses, and all applicable taxes)				
Payment Schedule Payment shall be made in the following schedule: <ul style="list-style-type: none"> 40% - upon submission of the preliminary product development designs for the assigned Manila FAME October 2020 companies. 				
TOTAL AMOUNT IN WORDS:				Php
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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
 Chief, STREDO & Procurement Division

CONFORME: 
 KATHERINE BUNAG
 Name & Signature of Contractor/Supplier

Date: _____

BUR No. MFC-20090585
 DATE 9/7/2020
 AMOUNT PhP 840,000.00

Funds Available: 
 MALERNA C. BUYAO
 Chief, Controliership Division

Recommended by:

 ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1

Approved by:

 PAULINA SUACO-JUAN
 Executive Director

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Smet Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
1303 Pasay City, Metro Manila, Philippines
☎ (832) 831-2201 to 03 ext. 219 ☎ (832) 831-1368, 832-3965
✉ info@citem.com.ph @ www.citem.com.ph



JO Number:

2020-059

JO Date:

09-02-2020

PAGE

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PR No.:

2020-0194

PR Date:

04-27-2020

CONTRACTOR/SUPPLIER: KATHERINE BUNAG (The Guild2611 Co)
ADDRESS: 2611-K Lamayan Street, Sta Ana Manila

DELIVERY TERM: _____

PAYMENT TERM: _____

PLACE OF DELIVERY: _____

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

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 PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + GERMANY/EU OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020</p> <p>Incidental</p> <p>Should the ingress set-up require the designers to work onsite beyond 12:00 midnight of 14 October 2020 due to circumstances that are not of their fault (i.e. delay caused by the contractor, procurement issues, venue-related problems, or construction related accidents), CITEM will shoulder the cost of one (1) room night accommodation (single deluxe room), per product designer, in the hotel where CITEM staff are billeted or if fully occupied, in one of its partner hotels.</p> <p>If the event is cancelled due to unforeseen circumstances or force majeure, the contract may be extended until the next event where the same approved concept shall be implemented, or the contract shall be paid pro-rated based on the accomplished deliverables stipulated in the terms of payment. Extension of contract shall not incur any additional payment to hired product designers.</p> <p>BUDGET SOURCE : MFO</p>			

TOTAL AMOUNT IN WORDS: Eighty Hundred Forty Thousand Pesos Php 840,000.00

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Very truly yours,

 JAIME ANTONIO S. SANDOVAL
 Chief, STREDC & Procurement Division
 CONFORME:

 KATHERINE BUNAG
 Name & Signature of Contractor/Supplier
 Date: _____

BUR No. MFO-20390585
 DATE 9/7/2020
 AMOUNT Php 840,000.00
 Funds Available:

 MALERNA C. BUYAO
 Chief, Controffership Division

Recommended by:

 ATTY. ANNA GRACE J. MARPUR
 OIC-DM, Operations Group 1
 Approved by:

 PAULINA SUACO-JUAN
 Executive Director