



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS  
 Cebu City, Philippines  
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JO Number  
**2020-0039**  
 PR No  
**2020-0143**

JO Date  
**16-Mar-2020**  
 PR Date  
**2/5/2020**

CITEM STR-FR-008

CONTRACTOR/SUPPLIER **CO STUDIO ADVERTISING SERVICES, INC.**  
 ADDRESS **221 Flordeliz cor. Guam Streets  
 Brgy. La Paz, Makati City  
 0817 6730685**

DELIVERY TERM  
 PAYMENT TERM **30 days**  
 PLACE OF DELIVERY **CITEM**  
 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            |
|--|---|--|-------------------|
| <b>HIRING OF ART DIRECTOR FOR THE PHILIPPINE PARTICIPATION IN FUORISALONE 2020</b>   |   |  | <b>600,000.00</b> |
| <b>Scope of Work and Deliverables:</b>   |   |  |                   |
| <b>Month</b>   | <b>Scope of Work and Deliverables</b>   | <b>Timeline</b>  |                   |
| March-April 2020   | 1. Art Direction/Creative Direction<br>2. Photography (Art/Creative Direction and Production) of products for digital and PR purposes<br>3. Logo Design<br>4. Text Design on Glass/Walls<br>5. Lay-out/Design of E-cards (5)<br>6. Lay-out/Design of printed postcard/brochure for distribution<br>7. Lay-out/Design of press kit | 1. Second Week of March<br>2. Second Week of March<br>3. Second Week of March<br>4. Second Week of March<br>5. Third Week of March-April<br>6. Third Week of March-April<br>7. 4th Week of March-April |                   |
| <i>Note: Specifications/details/directions of the deliverables must be anchored on the approved concept/creative brief.</i>  |   |  |                   |
| <b>Conditions of Payment:</b>  |   |  |                   |
| Co Studio Advertising Services, Inc., shall be compensated Six Hundred Thousand Pesos (PHP600,000.00) only, inclusive of taxes. Payment shall be processed based on the following terms:<br>50% upon submission of creative concept/photo artworks<br>50% upon satisfactory delivery of the remaining output commitments |   |  |                   |
| B.S. Fuorisalone 2020  |   |  |                   |

TOTAL AMOUNT IN WORDS: **SIX HUNDRED THOUSAND PESOS ONLY** Php **600,000.00**

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 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

CONFORME:

ROANA DOREEN C. OLANO

Name & Signature of Contractor/Supplier

04/21/2020

Date

BUR No. **F0001-20040367**

DATE **4/16/2020**

AMOUNT **₱ 600,000.00**

Funds Available:

**MALERNA C. BUYAO**

DC, Controllership Div

Recommended by:

**ATTY. ANNA GRACE T. MARPURI**  
 OIC-DM, CG1

Approved by:

**PAULINA SUACO-JUAN**  
 Executive Director