

**JOB ORDER**

CITEM.STR.FR.005



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS  
 Golden Shell Pavilion, Room 1000 Second Floor, G/F J. P. Rizal Avenue  
 1300 Pasay City, Metro Manila, Philippines  
 T: (632) 631-2201 to 2218 | F: (632) 631-1300, 632-3965  
 E: info@citem.com.ph | www.citem.com.ph



JO Number:

2020-0079

JO Date:

10/16/2020

PAGE

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PR No.:

2020-0277

PR Date:

09/21/2020

**CONTRACTOR/SUPPLIER H30 FASHION BUREAU**ADDRESS Japan, 〒107-0062 Tokyo, Minato City,  
Minamiayama, 6 Chome-7-5 ドミール南青山 908号

MODE OF PROCUREMENT OVERSEAS 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 SALES AGENT AND MARKETING SPECIALIST FOR THE  
IMPLEMENTATION OF PHX TOKYO 2020 - 2021**

Php 4,928,582.00

OR

JPY 10,705,000.00

**OBJECTIVES**

The objectives for hiring a sales agent & market specialist for the implementation of the program are:

1. To capacitate and create awareness among select ten (10) Philippine fashion brands and designers on Japan market background, behavior and preferences and to equip them with strategies on how to penetrate the Japan fashion market through mentoring sessions;
2. To expand exposure of Philippine fashion brands and designers to the increasingly growing Japan market and to benchmark market opportunities in the Japan fashion industry;
3. To increase awareness of Philippine fashion brands, designers, and artists and their rich design, artistry, and innovation among the Japan fashion scene through media exposure; and
4. To leverage on the brand of a notable agency who has the knowledge and experience in the international fashion design market, specifically in Japan, to effectively reach out to the target buyers.

**SCOPE OF WORK AND DELIVERABLES**

To meet the above objectives, CITEM is engaging a Japan-based firm as a sales agent & market specialist for the PHX Tokyo 2020-2021 program. Below are the components of the program and the specific deliverables of the sales agent & market specialist.

**A. Mentorship, Management and Consultancy**

The Contracted Firm, as experts on the Japan fashion industry, will conduct mentoring sessions and provide consultancy to equip the ten participants brands with both basic and advanced knowledge and skills design- and business-wise.

**TOTAL AMOUNT IN WORDS:**

Phip

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Very truly yours,

*[Signature]*  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Division  
 CONFORME

*[Signature]*  
 Name & Signature of Contractor/Supplier  
 Oct 30th, 2020  
*[Signature]*

BUR No. PHX-20100672

Recommended by:

*[Signature]*  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, Operations Group 1

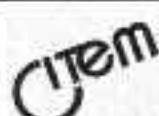
Approved by:

*[Signature]*  
**PAULINA SUAO-JUAN**  
 Executive Director  
*[Signature]*

Funds Available  
*[Signature]*  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

## JOB ORDER

CITEM, STR, FR, 006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS  
 Golden Shell Pavilion, Roxas Boulevard corner San. Gt. J. Puyat Avenue  
 1300 Pasay City, Metro Manila, Philippines  
 +(632) 831-2201 loc 08 ext. 218, +(632) 831-1988, 832-3986  
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## CONTRACTOR/SUPPLIER H30 FASHION BUREAU

ADDRESS: Japan, 〒107-0062 Tokyo, Minato City,  
 Minamisoyama, 6 Chome-7-5 ドミール南青山 906号

## MODE OF PROCUREMENT OVERSEAS PROCUREMENT

DELIVERY TERM

PAYMENT TERM

PLACE OF DELIVERY

DATE OF DELIVERY

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## HIRING OF SALES AGENT AND MARKETING SPECIALIST FOR THE IMPLEMENTATION OF PHX TOKYO 2020 - 2021

## Deliverables:

## 1. Participant Recommendation (October 2020)

The Contracted Firm must scout on its own, select, and recommend young and emerging Filipino fashion brands and designers to participate in the program. Each brand/designer will be required to submit their company profile, brand story, and portfolio. The requirements will be qualitatively reviewed and assessed by the Contracted Firm, as the expert on the market, based on the appropriateness of their brands and products to the target buyers. However, the recommended participants are still subject to CITEM's approval. The Firm must complete a total of ten (10) CITEM-approved fashion brands and designers to participate in the program.

## 2. Mentoring Sessions (October 2020 – May 2021)

- The Contracted Firm must come up with a **mentoring module** that includes the topics to be covered, format, as well as the timeline. The mentoring module shall be approved by CITEM, and any changes and modifications recommended by CITEM should be applied.
- The Contracted Firm will conduct at least **three (3) pre-scheduled one-on-one online coaching with each brand/designer** or a total of thirty (30) one-on-one sessions to discuss the creation and progress of the brand collections; at least two (2) group lectures to discuss market background including consumer behavior and preferences, creating line sheets, and proper etiquette in dealing with buyers; and consultations from the beginning of engagement until the exhibition slated on 7-9 July 2021, upon the request of the participant.

TOTAL AMOUNT IN WORDS:

Pph

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Very truly yours,

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

CONFORME:

*Kirihito Suzuki*  
 Name & Signature of Contractor/Supplier  
 OCT 30th, 2020  
 DWS

BUR No. PHX-20100682

Recommended by:

DATE Oct 21, 2020

*G*

AMOUNT Pph 4,928,582.00

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

Funds Available:

*Malerina C. Buyao*  
 MALERINA C. BUYAO  
 Chief, Controllership Division

Approved by:

*Paulina Suaco Juan*  
 PAULINA SUACO JUAN  
 Executive Director

## JOB ORDER

CITEM-STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> Golden Shell Pavilion, Rizal Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines T: (02) 831-2201 loc 218 F: (02) 831-1366, 832-3865 citem.info@citem.com.ph, www.citem.com.ph	JO Number:	JO Date:	PAGE
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2020-0277	09/21/2020

CONTRACTOR/SUPPLIER H30 FASHION BUREAU	DELIVERY TERM
ADDRESS Japan, 〒107-0062 Tokyo, Minato City, Nihonmachi, 6 Chome-7-5 ドミール南青山 906号	PAYMENT TERM
MODE OF PROCUREMENT OVERSEAS PROCUREMENT	PLACE OF DELIVERY

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HIRING OF SALES AGENT AND MARKETING SPECIALIST FOR THE IMPLEMENTATION OF PHX TOKYO 2020 – 2021

### 3. Mentoring Sessions Report (May 2021)

The Contracted Firm will prepare a report on the mentoring sessions conducted upon completion.

### 4. Product Collection Direction (October 2020 – May 2021)

The Contracted Firm will work with each participant to produce a complete collection for the exhibition. The Contracted Firm may require the participants to make use of existing products and designs, tweak them, or produce new ones based on the overall creative direction of the collection in accordance to the target market's preference.

The Contracted Firm will assist each participating brand/designer to create a full collection: 15 full looks for clothing brands composed of 25-40 apparel pieces, and 25-40 pieces for accessories.

### B. Content Creation for FAME+

The Contracted Firm shall create a content for FAME+, Manila FAME's digital trade platform that will be launched in October 2020, in relation to the PHX Tokyo Program.

#### Deliverables:

##### 1. Content Plan and Calendar (October 2020)

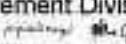
The Contracted Firm will submit a proposed content plan for FAME+ to be approved by CITEM. The plan must include one content per month, from October 2020 to June 2021. The content plan should include the topic, format, length, and schedule.

TOTAL AMOUNT IN WORDS:	PhP
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Very truly yours,

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

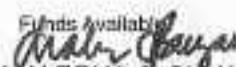
BUR No. PHX-20-00682

Recommended by:

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

Approved by:

  
**PAULINA SUAGO-JUAN**  
 Executive Director

Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Name & Signature of Contractor/Supplier  
Mirohito Suzuki  
Oct 30th, 2020  
 Date

## JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS  
 Golden Shell Pavilion, Roxas Boulevard corner San. 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



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## CONTRACTOR/SUPPLIER H30 FASHION BUREAU

ADDRESS Japan, 〒107-0062 Tokyo, Minato City,

Minami aoyama, 6 Chome-7-5 ドミール南青山 906号

MODE OF PROCUREMENT OVERSEAS PROCUREMENT

## DELIVERY TERM

## PAYMENT TERM

## PLACE OF DELIVERY

## DATE OF DELIVERY

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## DESCRIPTION

## QTY/UNIT

## UNIT PRICE

## AMOUNT

HIRING OF SALES AGENT AND MARKETING SPECIALIST FOR THE IMPLEMENTATION OF PHX TOKYO 2020 – 2021

## 2. Production of Content (October 2020 – May 2021)

Once approved, the content, which will follow a variety of formats, □ from live webinars, prerecorded lectures, and blog posts □ should be produced by the Contracted Firm. CITEM will provide any necessary technical requirements and platforms as part of Special Events, but the Contracted Firm will be in charge of assigning resource persons without additional cost to CITEM.

## C. Showroom Exhibition

As a culminating activity, the Contracted Firm must be able to organize a 3-day showroom presentation, on 7-9 July 2021, in Tokyo, Japan, where each of the participants will have a dedicated space for their collection.

## Deliverables:

## 1. Exhibition Plan (November – December 2020)

The Contracted Firm must present an exhibition plan that includes the proposed location of the exhibition, exhibition concept, space layout and design, and overall creative direction of the collection presentation to be approved by CITEM.

## 2. Location (December 2020)

The Contracted Firm must secure a space of approximately 200sqm located within the Tokyo Metropolitan district. The space should be accessible and spacious.

## TOTAL AMOUNT IN WORDS:

Pph

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Very truly yours,

BUR No. PHX-20100682

Recommended by:

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

DATE Oct. 27, 2020

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

CONFORME:

Approved by:

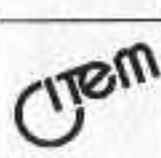
*Paulina Suaco-Juan*  
**PAULINA SUACO-JUAN**  
 Executive Director

*Hisako Suzuki*  
 Name & Signature of Contractor/Supplier  
 Oct. 30th, 2020  
 Date

*Malerma C. Buyao*  
**MALERMA C. BUYAO**  
 Chief, Controllership Division

## JOB ORDER

CITEM STR.FR.006

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner 3rd, Glor. Plaza Avenida 1300 Pasay City, Metro Manila, Philippines T: (632) 831-2201 to 09 ext. 218 E: (632) 831-1306, 832-3905 E: info@citem.com.ph W: www.citem.com.ph	JO Number:	JO Date:	PAGE
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		2020-0277	09/21/2020	



CONTRACTOR/SUPPLIER: H30 FASHION BUREAU	DELIVERY TERM
ADDRESS: Japan, 〒107-0062 Tokyo, Minato City, Minamiaoyama, 6 Chome-7-5 ドミール南青山 906号	PAYMENT TERM
MODE OF PROCUREMENT: OVERSEAS PROCUREMENT	PLACE OF DELIVERY

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HIRING OF SALES AGENT AND MARKETING SPECIALIST FOR THE IMPLEMENTATION OF PHX TOKYO 2020 – 2021			

### 3. Exhibition Design and Construction (June – July 2021)

The Firm is responsible for designing and arranging the space based on the approved concept. Construction and renovation of space, if necessary, shall also be carried out by the Contracted Firm without additional costs to CITEM.

### 4. Product Curation and Direction (June – July 2021)

The Contracted Firm must be able to weave the collections of the different brands/designers into a comprehensive and cohesive story within the space. Each participant must have a dedicated space to showcase the entire collection that is produced: 15 full looks for clothing brands composed of 25-40 apparel pieces, and 25-40 pieces for accessories.

### D. Collection Launch Event

To create buzz about the event, the Contracted Firm must organize a launch party on the first day of the 3-day exhibition. The collection launch will be held where the showroom presentation is set up within the Tokyo Metropolitan area.

### Deliverables:

#### 1. Invitation (May – June 2021)

To ensure the quality of the attendees, the Contracted Firm must invite at least 100 notable fashion buyers, press, and key opinion leaders or influencers to the launch. The design, preparation, and distribution of invites should also be included.

TOTAL AMOUNT IN WORDS:	PHP
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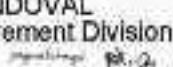
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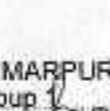
Very truly yours,

BUR No. PHX-20100682

Recommended by:

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

DATE Oct. 27, 2020

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

AMOUNT PHP 4,928,582.00

Approved by:

Funds Available:  
MALERNA CI BUAYAO  
Chief, Controllership Division

PAULINA SUACO JUAN  
Executive Director 

*W. S. Sandoval*  
Name & Signature of Contracting Officer  
Oct. 30th, 2020  
Date

## 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  
 Tel. (632) 831-2201 to 08 ext. 218 ~ (632) 831-1358, 832-3985  
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## CONTRACTOR/SUPPLIER H30 FASHION BUREAU

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Minamiayama, 6 Chome-7-5 ドミール南青山 906号

MODE OF PROCUREMENT OVERSEAS PROCUREMENT

## DELIVERY TERM

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## 2. Program (April - May 2021)

The Contracted Firm must be responsible for the program, if any, and format of the launch party.

## 3. Sales Pitch (July 2021)

During the launch, the Contracted Firm will act as salespeople and introduce the collections of the Philippine brands to the audience, whether the designers or brand representatives of the companies are able to travel to Tokyo, Japan or not.

## 4. Catering (July 2021)

The Contracted Firm will provide food and drinks good for at least 100 people during the launch. Any guidelines imposed by the Japan government for the conduct of such events should be strictly followed.

## E. Media Exposure

The Contracted Firm must ensure that the collection showcase and exhibition will generate awareness of the Philippine fashion brands among members of the press in Japan.

## Deliverables:

## a. Media Tie-up (January - March 2021)

The Contracted Firm must secure a media partnership with a reputable online media outlet. The partnership must entail a one full-page feature on the project, including the lineup of Filipino companies and designers.

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Very truly yours,

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

CONFORME:

*Wiroh Ito Suzuki*  
 Name & Signature of Contractor/Supplier  
 Oct 30th, 2020  
 Date

BUR No. PHX-20100682

Recommended by:

DATE Oct. 27, 2020

AMOUNT Pph 4,928,582.00

*Atty. Anna Grace I. Marpuri*  
 ATTY. ANNA GRACE I. MARPURI  
 OIC-DM, Operations Group 1

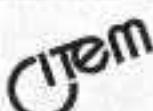
Approved by:

*Paulina Suaco-Juan*  
 PAULINA SUACO-JUAN  
 Executive Director

Funds Available:  
*Maleria C. Buyao*  
 MALERIA C. BUYAO  
 Chief, Controllership Division

## JOB ORDER

CITEM-STR.FR.008



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS  
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue  
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 Nihonmachi, 6 Chome-7-5 ドミール南青山 906号

MODE OF PROCUREMENT OVERSEAS PROCUREMENT

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**b. Media Interviews (June – July 2021)**

The Contracted Firm will also be responsible for arranging interviews with the participants as requested by press attending the showroom presentation.

**c. Press Release (June – July 2021)**

The Contracted Firm will send out an official press release to approximately 40 online news and fashion websites prior to the sales showroom presentation for an estimated media value of at least JPY 5,000,000.

**F. After Sales Care**

All orders made during and up to a week after the showroom presentation shall be handled by the Contracted Firm, including the shipment of items from Manila to Tokyo, provided that shipment to Japan will be made not later than December 15, 2021.

Once products are received from the companies, the Contracted Firm shall be in charge of: warehousing, quality control check, product scanning, washing, translation and tagging, coordination of shipments to individual retailers within Japan, and constant communication with buyers.

**G. Assessment**

The Contracted Firm must submit a post-event report detailing the results of the project, including orders placed and to be completed with the help of the Firm as well as the orders that are under negotiation, within 30 days after the showroom exhibition.

TOTAL AMOUNT IN WORDS:	PHP
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Very truly yours,

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

CONFIRME:

BUR No. PHX-20100682

Recommended by:

*Atty. Anna Grace I. Marpuri*  
ATTY. ANNA GRACE I. MARPURI  
 OIC-DM, Operations Group 1

Approved by:

*Paulina Suaco-Juan*  
PAULINA SUACO-JUAN  
 Executive Director

*Hiroyuki Suzuki*  
 Name & Signature of Contractor/Supplier  
OCT 30th, 2020

Funds Available:  
*Maleria C. Buyao*  
MALERIA C. BUYAO  
 Chief, Controllership Division

## JOB ORDER

CITEM STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> Golden Shell Pavilion, Roxas Boulevard corner 3rd, G/F J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines +63 (02) 831-2201 to 09 ext 218   +63 (02) 831-1388, 832-2065 E-mail: <a href="mailto:citem.com.ph">citem.com.ph</a>   <a href="http://www.citem.com.ph">www.citem.com.ph</a>	JO Number:	JO Date:	PAGE
	2020-0079	10/16/2020	8/9



PR No.:	PR Date:
2020-0277	09/21/2020

## CONTRACTOR/SUPPLIER H30 FASHION BUREAU

ADDRESS Japan, T107-0062 Tokyo, Minato City,  
Minamiaoyama, 6 Chome-7-5 ドミール南青山 906号

MODE OF PROCUREMENT OVERSEAS 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
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HIRING OF SALES AGENT AND MARKETING SPECIALIST FOR THE IMPLEMENTATION OF PHX TOKYO 2020 – 2021

## PERIOD OF ENGAGEMENT

The contracted market specialist / sales agent will be engaged from the issuance of Notice of Award to July 2021.

A separate contract between the Firm and each of the participants shall be drawn to ensure that both parties perform duties after CITEM's engagement with the Firm including after-sales. It is recommended that the terms of the contract be reviewed and approved by CITEM.

## BUDGET

The awarded amount for this project is Php4,928,582.00 or JPY10,705,000.00 inclusive of all taxes to be charged to CITEM budget for PHX Tokyo 2020-2021.

Conversion: 1 USD = PHP48.556  
1 JPY = PHP0.4604

## CONDITIONS OF PAYMENT

Payment shall be processed based on the following terms:

- 40% upon submission of Mentoring Module and conduct of at least one individual mentoring session for each of the participants and one group mentoring session; submission of FAME+ Content Plan and Calendar and publishing of at least two content for FAME+; submission of the Exhibition Plan; and shortlist of possible locations;

TOTAL AMOUNT IN WORDS:

Php

This order is placed subject to the following terms and conditions:

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Very truly yours,

BUR No. PHX-20100682

Recommended by:

JAIME ANTONIO S. SANDOVAL  
Chief, STREDO & Procurement Division

DATE Oct 27, 2020

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

CONFIRMED:

AMOUNT Php 4,928,582.00

Approved by:

  
Name & Signature of Contracting Officer  
Oct 30th, 2020  
Date

Funds Available:  
  
MAFERNA C. BUYAO  
Chief, Controllership Division
PAULINA SUACO JUAN  
Executive Director

## **JOB ORDER**

ITEM STR.FR.DOG



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Gated Shell Pavilion, Roxas Boulevard corner San. Gil J. Puyat Avenue  
1300 Pasay City, Metro Manila, Philippines  
(632) 831-2201 to 05 ext. 216 • (632) 831-1360, 820-3985  
E: info@citem.com.ph • W: www.citem.com.ph



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2020-0277	09/21/2020	

CONTRACTOR/SUPPLIER H30 FASHION BUREAU

Japan. 〒107-0062 Tokyo, Minato City.

Wenzhou, 6 Chong-7-5, Kuan Yu Street, 210000

#### MODE OF PROCUREMENT OVERSEAS 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 Examinations and Appeals (CITEA).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>HIRING OF SALES AGENT AND MARKETING SPECIALIST FOR THE IMPLEMENTATION OF PHX TOKYO 2020 – 2021</p> <ul style="list-style-type: none"> <li>• 30% upon the completion of the mentoring sessions and submission of the Mentoring Sessions Report; publishing of 80% of FAME+ content; reservation of space location; and Finalization of media tie-up;</li> <li>• 30% upon completion of the project and submission of the post-event report within 30 days after the event launch.</li> </ul>			

Ten Million Seven Hundred and Five Thousand Japanese Yen JPY10,705,000.00

**TOTAL AMOUNT IN WORDS:** Four Million Nine Hundred Twenty Eight Thousand Five Hundred Eighty Two Pesos

PHP4,928,582.00

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Learn more at [www.westpac.com](#)

*J. Antonio Sandoval*  
JAIME ANTONIO S. SANDOVAL  
Chief, STREDO & Procurement Division  
CONFORME:

CONFIRME

*Winko Sujana*  
Name & Signature of Contractor/Supplier  
Oct 30th, 2020

卷之四

BUR No. PHX-20100682

DATE Oct 27, 2020

ISBN 2904978582 00

Recommended by

ATTY. ANNA GRACE I. MARPURI  
CIC DM, Operations Group 10

  
PAULINA SUACO-JUAN  
Executive Director

Funds Available  
*Maler Buyao*  
MALERNA C. BUYAO  
Chief, Controllership Division