

JOB ORDER

CITEM.STR.FR.009



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Gen. G. J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 T: (812) 831-2201 to 00 ext. 218 F: (812) 831-1360, 832-3960
 E: info@citem.com.ph @ www.citem.com.ph



JO Number:
2020-0072

JO Date:
10/08/2020

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PR No.:
2020-0230

PR Date:
07/29/2020

CONTRACTOR/SUPPLIER: MARIA GRACIA BEATRIZ NITARD
 ADDRESS: 313 Gov. Pascual Street, Navotas

DELIVERY TERM: _____

PAYMENT TERM: _____

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 PRODUCT INNOVATION DIRECTOR FOR VALUE FOOD INNOVATION PROGRAM

Php948,000.00

SCOPE OF WORK OF PRODUCT INNOVATION DIRECTOR

1. Research for new products, product enhancements and product redesign; and lead the product innovation phase of the program;
2. Formulate a product innovation plan for the Philippine food exporting companies;
3. Be able to create and develop new food products that are healthy, uses any or combination of Premium 7*, Rising Stars*, and/or GI/Collective Mark* products, and are adaptive to the new normal market;
4. Identify the areas of intervention / product development assistance to be adopted/applied per company or per product, as may be applicable
5. Conduct appropriate one-on-one tutorial with the VR proponents as an integrated part of the product innovation phase;
6. Oversee / Supervise and monitor the progress of the prototype development of new products by SME proponents; and
7. Evaluate the potential and practicality of products with an underlying strength and orientation in commerciality.

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

BUR No. IFEXPre-20100660

Recommended by:

DATE 10/19/2020

ROWENA D. MENDOZA
 C/C-DM, Operations Group 2

AMOUNT Php948,000.00

CONFORME:

 MARIA GRACIA BEATRIZ NITARD
 Name & Signature of Contractor/Supplier

Funds Available From:

 MALERNA C. BUYAD
 Chief, Controllership Division

Approved by:

 PAULINA SUACO JUAN
 Executive Director

Date



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner EDSA, Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
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07/29/2020

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CONTRACTOR/SUPPLIER **MARIA GRACIA BEATRIZ NITARD**
 ADDRESS **313 Gov. Pascual Street, Navotas**

DELIVERY TERM

PAYMENT TERM

PLACE OF DELIVERY

DATE OF DELIVERY

MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

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HIRING OF PRODUCT INNOVATION DIRECTOR FOR VALUE FOOD INNOVATION PROGRAM

* Please see below for the list of product classification:

Premium 7	Rising Stars	Identified Philippine GI (Geographical Indication* or Collective Mark)**
Mango	Turmeric	Guimaras Mango
Pineapple	Malunggay (or Moringa)	Davao Pomelo
Banana	Ube (Purple Yam)	Cordillera Heirloom Rice
Cacau	Pili	Bicol Pili
Coffee	Basi or Sukang Iloko	Kalinga Coffee or Batangas Barako
Cacao	Bagoong	Davao Cacao
Tuna	Muscovado Sugar	

* Geographical indication-signs or indications used on a product to identify it with the specific place from which the product is made, and where the product possesses a quality, characteristic or reputation essentially attributable to its geographical origin— for instance, soil, climate, and skills, traditions and practices of the community, among others.

** Collective Mark— to protect the GI's, a trademark or servicemark is used to identify a certain group or community.

METHODOLOGY:

The program will be divided into three components namely:

1. Scanning of resources

This will involve sourcing of raw materials, the selection of products and companies. The program will work with the Partner Region's nominated companies, referred to as pilot companies or SME proponents. Each identified pilot company may be assigned to develop one or more products, as may be deemed fit, in consideration of the proponent's capacity, skillset, technologies, and resource.

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

 JAIME S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. IFEXPre-20100860

Recommended by:

DATE 10/19/2020

ROCIO M. OZA
 OIC-DM, Operations Group 2

CONFIRME:

AMOUNT Php848,000.00

MARIA GRACIA BEATRIZ NITARD
 Name & Signature of Contractor/Supplier
 10/20/2020
 Date

MALERNA C. BUYAO
 Chief, Controlship Division

Approved by:

PAULINA SUACO JUAN
 Executive Director



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CONTRACTOR/SUPPLIER **MARIA GRACIA BEATRIZ NITARD**
 ADDRESS **313 Gov. Pascual Street, Navotas**

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MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

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2. Integrated Assistance and Intervention

Products to undergo multi-level phase in innovation and development, which will include R&D, technical intervention/assistance in food manufacturing, shelf-life analysis, health claims, and product registration and/or certification.

3. Promotion - Market Testing and Product Launch

The products will have its official launch through a special showcase in IFEX PHILIPPINES NXTFOOD Asia, followed by market testing in CITEM-organized Philippine participation in select overseas trade fair/s, whenever appropriate and permissible.

PERIOD OF ENGAGEMENT

From the receipt of the Notice of Award until its launching in IFEX Philippines NXTFOOD Asia in May 2021.

TIMELINES AND DELIVERABLES

The following are the project deliverables of the Product Innovation Director for payment processing.

Deliverable	Timeline	Payment Schedule
Submission of the Product Innovation Plan	One (1) month after the consultation meetings with participating companies and partner agency/ies	Forty percent (40%) of the contract amount

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

Jaime Sandoval
JAIME SANDOVAL
 Chief, STREDD & Procurement Division

BUR No. FEZ/ra-20100660

Recommended by:

DATE 10/15/2020

Rosemaria D. Yendoza
ROSEMARIA D. YENDOZA
 OIC-DM, Operations Group 2

AMOUNT Php346,000.00

CONFORME:

Maria Gracia Beatriz Nitard
MARIA GRACIA BEATRIZ NITARD
 Name & Signature of Contractor/Supplier
 10/21/2020

Funds Available:
Malerna C. Buyao
MALERNA C. BUYAO
 -Chief, Contractership Division

Approved by:

Palina Suaco Juan
PALINA SUACO JUAN
 Executive Director



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 6010 Shell Pavilion, Roosevelt Boulevard corner Sun, C&E J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
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CONTRACTOR/SUPPLIER **MARIA GRACIA BEATRIZ NITARD**
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HIRING OF PRODUCT INNOVATION DIRECTOR FOR VALUE FOOD INNOVATION PROGRAM

Deliverable	Timeline	Payment Schedule
Prototype Products (min. of 10 new products), with DOST testing results	By 30 December 2020, or until the completion of the product prototyping, but no later than 15 May 2021	Fifty percent (50%) upon completion of the 10 new products and approval from CITEM approving authorities
Report Submission	Immediately after the market tests in IFEX NXTFoodAsia 2021	Ten percent (10%) of the contract amount

BUDGET

The awarded amount for the Hiring of Product Innovation Director, which shall cover the Professional Fee, is **Php 948,000.00, VAT inclusive.**

In the conduct of his/her product innovation tasks, domestic travel expenses such as transportation, insurance, hotel accommodations and meals shall be on the account of CITEM. Said travel expenses have a corresponding allocation in the IFEX budget and shall be kept only within the appropriated amount.

NINE HUNDRED FORTY EIGHT THOUSAND PESOS **948,000.00**

TOTAL AMOUNT IN WORDS _____ **Php**

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDD & Procurement Division

BLR No. IFEXP/19-20100660
 DATE 10/19/2020
 AMOUNT Php948,000.00

Recommended by:

ROWENA B. MENDOZA
 OIG-DM, Operations Group 2

CONFIRME:

MARIA GRACIA BEATRIZ NITARD
 Signature of Contractor/Supplier
 10/21/2020
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Contractership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director