

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: (632) 831-2201 to 09 ext. 218 F: (632) 831-1388, 832-3965
 E: info@citem.com.ph www.citem.com.ph



JO Number:	JO Date:	PAGE
2020-056	07-23-2020	1/7
PR No.:	PR Date:	
2020-0192	05-06-2020	

CONTRACTOR/SUPPLIER STANLEY RUIZ	DELIVERY TERM
ADDRESS 94 Xavierville Avenue Loyola Heights, Quezon City	PAYMENT TERM 30 days
MODE OF PROCUREMENT SMALL VALUE PROCUREMENT	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						
<p>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + USA/ASIA OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020 Scope of Work: Manila FAME October 2020 I. Product Development/Selection Program</p> <ol style="list-style-type: none"> 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. 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" style="width: 100%;"> <thead> <tr> <th>Product Designer</th> <th>Minimum No. of Companies</th> <th>Target No. of Companies</th> </tr> </thead> <tbody> <tr> <td>1 Product Designer for Home & Lighting (Sourcing) + USA/Asia Market</td> <td>20 companies</td> <td>25 companies</td> </tr> </tbody> </table> <ol style="list-style-type: none"> 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) <p>B.S. MFO 2020</p>	Product Designer	Minimum No. of Companies	Target No. of Companies	1 Product Designer for Home & Lighting (Sourcing) + USA/Asia Market	20 companies	25 companies			Php700,000.00
Product Designer	Minimum No. of Companies	Target No. of Companies							
1 Product Designer for Home & Lighting (Sourcing) + USA/Asia Market	20 companies	25 companies							

TOTAL AMOUNT IN WORDS: Php

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Very truly yours, JAIME ANTONIO S. SANDOVAL Chief, STREDO & Procurement Division	BLR No. MFO-20080542 DATE 8/7/2020 AMOUNT Php 700,000.00	Recommended by: ATTY. ANNA GRACE I. MARPURRI OIC-DM, Operations Group 1
CONFORME: STANLEY RUIZ Name & Signature of Contractor/Supplier	Funds Available: MALERNA C. BUYAO Chief, Controllorship Division	Approved by: PAULINA SUACO JUAN Executive Director

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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:
 STANLEY RUIZ
 Name & Signature of Contractor/Supplier
 Date: _____

BUR No. MFO-20080542
 DATE 8/7/2020
 AMOUNT Php 700,000.00
 Funds Available:
 MALERNA C. BUYAD
 Chief, Controllership Division

Recommended by:

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

 PAULINA SUACO JUAN
 Executive Director



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner San. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
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 ✉ info@citem.com.ph www.citem.com.ph



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Loyola Heights, Quezon City
 MODE OF PROCUREMENT SMALL VALUE PROCUREMENT

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<p>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + USA/ASIA OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020 Scope of Work: Manila FAME October 2020</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> <table border="1"> <thead> <tr> <th>CONDITION</th> <th>ACTIONS</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td>1. No Applicants</td> <td>Cancelled Contracts</td> <td>CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case where 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 different market/sector to meet their own targets, as long as the other designers' deliverables are not affected.</td> <td>Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different sectors/ market.</td> </tr> </tbody> </table>	CONDITION	ACTIONS	REMARKS	1. No Applicants	Cancelled Contracts	CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case where 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 different market/sector to meet their own targets, as long as the other designers' deliverables are not affected.	Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different sectors/ market.			
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Very truly yours,

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

BUR No. MEO-20080542
 DATE 8/7/2020
 AMOUNT Php 700,000.00
 Funds Available:
 MALERNA C. BUYAO
 Chief, Contractual Division

Recommended by:

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

 PAULINA SUACO JUAN
 Executive Director

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines ☎ (632) 831-3201 to 00-ext. 218 ☎ (632) 831-3388, 832-3986 e: info@citem.com.ph @ www.citem.com.ph	JO Number: 2020-058	JO Date: 07/23/2020	PAGE 4/7
	dti PHILIPPINES	PR No.: 2020-0192	PR Date: 05/06/2020

CONTRACTOR/SUPPLIER <u>STANLEY RUIZ</u> ADDRESS <u>94 Xavierville Avenue</u> <u>Loyola Heights, Quezon City</u> MODE OF PROCUREMENT <u>SMALL VALUE PROCUREMENT</u>	DELIVERY TERM _____ PAYMENT TERM <u>30 days</u> PLACE OF DELIVERY <u>CITEM</u> DATE OF DELIVERY _____
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<p>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + LISA/ASIA OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020 Scope of Work Manila FAME October 2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">CONDITIONS</th> <th style="width: 30%;">ACTIONS</th> <th style="width: 40%;">REMARKS</th> </tr> </thead> <tbody> <tr> <td>3. Does not meet minimum number of companies</td> <td>CITEM will compensate the designers based on the number of companies they served</td> <td>For example 15 companies assisted assisted x Design Specialist's Rate = Payment Designer shall receive</td> </tr> </tbody> </table> <p>II. Brand Ambassadorship Act as Manila FAME Ambassador with the following specific roles:</p> <ol style="list-style-type: none"> 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. <p>III. Report writing and other requirements:</p> <ol style="list-style-type: none"> 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 	CONDITIONS	ACTIONS	REMARKS	3. Does not meet minimum number of companies	CITEM will compensate the designers based on the number of companies they served	For example 15 companies assisted 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:

STANLEY RUIZ

Name & Signature of Contractor/Supplier

Date

BUR No. MFO-20080542

DATE 8/7/2020

AMOUNT Php 700,000.00

Funds Available:
MALERNA C. BUYAD
 Chief, Controllership Division

Recommended by:

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

Approved by:

PALLINA SUACO-JUAN
 Executive Director



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sect. 68 J, Payat Avenue
 1300 Pasay City, Metro Manila, Philippines
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 ✉ info@citem.com.ph www.citem.com.ph



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PR No.: 2020-0192	PR Date: 05-05-2020	

CONTRACTOR/SUPPLIER **STANLEY RUIZ**
 ADDRESS **94 Xavierville Avenue**
Loyola Heights, Quezon City
 MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

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 PAYMENT TERM **30 days**
 PLACE OF DELIVERY **CITEM**
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JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division
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STANLEY RUIZ
 Name & Signature of Contractor/Supplier

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PALINA SUACO-JUAN
 Executive Director



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<p>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + USA/ASIA OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020 Scope of Work Manila FAME October 2020</p> <p>Period of Engagement The Product Designer will be engaged from the issuance of Award Notice to November 2020.</p> <p>Professional Fee As Product Designer 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).</p> <p>Total budgetary requirement for Manila FAME Sourcing: 1 Product Designer for Home and Lighting + USA/Asia PhP700,000.00 (inclusive of domestic travel expenses, and all applicable taxes)</p> <p>Payment Schedule Payment shall be made in the following schedule: * 40% - upon submission of the preliminary product development designs for the assigned Manila FAME October 2020 companies. Deliverables: submission of the product development designs for the assigned Manila FAME October 2020 companies. * 40% - upon final inspection of finalized prototypes of the assigned Manila FAME October 2020 companies. Deliverables: inspection and approval of final prototypes for the assigned Manila FAME October 2020 companies. * 20% - upon submission of Manila FAME October 2020 post-event evaluation report and photos of final products. Deliverables: submission of Manila FAME October 2020 post-event evaluation report and photos of final products.</p>			

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 Chief, Controllership Division

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 OIC-DM, Operations Group 1
 Approved by:

 PAULINA SUACCOLJUAN
 Executive Director

Date: _____

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 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				
<p>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + USA/ASIA OF OVERSEAS TRADE FAIRS & MANILA FAME OCTOBER 2020 Scope of Work: Manila FAME October 2020</p> <p>Corresponding Deductions/Penalties: The Product Designer/s to be engaged shall be given corresponding deductions from the total amount of payment should the designer/s be unable to deliver their undertakings:</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Deduction</th> </tr> </thead> <tbody> <tr> <td>Inability of Product Designer/s to provide assistance to the approved number of companies</td> <td>Total value shall be computed based on the disparity between actual number of companies assisted and approved number of companies, multiplied by the per company rate by each product designer's market (MANILA FAME SOURCING) Product Designer for Home & Lighting+ USA/Asia (Php28,000.00 per company)</td> </tr> </tbody> </table> <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>	Particulars	Deduction	Inability of Product Designer/s to provide assistance to the approved number of companies	Total value shall be computed based on the disparity between actual number of companies assisted and approved number of companies, multiplied by the per company rate by each product designer's market (MANILA FAME SOURCING) Product Designer for Home & Lighting+ USA/Asia (Php28,000.00 per company)			
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TOTAL AMOUNT IN WORDS: SEVEN HUNDRED THOUSAND PESOS Php 700,000.00

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 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 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:

 STANLEY RUIZ
 Name & Signature of Contractor/Supplier

BUR No. MFO-20080542
 DATE: 8/7/2020
 AMOUNT Php 700,000.00
 Funds Available:
 MALERNA C. BUYAO
 Chief, Controllorship Division

Recommended by:

 ATTY. ANNA GRACE I. MARPURI
 GIC-DIM, Operations Group 1
 Approved by:

 PAULINA SUACO JUAN
 Executive Director

Date