



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) 831-2201 to 09 ext. 218 ☎ (632) 831-1368, 832-3965
 ✉ info@citem.com.ph 🌐 www.citem.com.ph



JO Number: 2021-0043	JO Date: 06/15/2021	PAGE 1/6
PR No.: 2021-0107	PR Date: 05/03/2021	

CONTRACTOR/SUPPLIER **OPEN STUDIO DESIGN SERVICES**
 ADDRESS **4F Stanisco Tower, 999 Pedro Gil cor. Agoncillo St., Ermita, 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 DESIGN SPECIALIST FOR PRODUCT DEVELOPMENT HOME & LIFESTYLE PHASE 2 FALL/WINTER CAMPAIGN			Php520,000.00
SCOPE OF WORK AND DELIVERABLES			
A. Product Development			
<ol style="list-style-type: none"> Based on the companies' submission of application, CITEM shall identify and select the companies to be included in the program. Product designers shall conduct 2-3 consultation meetings to discuss possible interventions including: new product development or selection and enhancement, with each participating company within the work calendar/engagement period, in coordination with the assigned CITEM sector officers and product development coordinator. Product designers shall render a minimum of 6 new products per company, for 25 participating companies. Product Designers will develop specifically market targeted collections for participating companies with insights from the CITEM engaged market specialist. The newly developed products shall be showcased in Maison et Objet (MOM) September 2021, Manila FAME October 2021 and Ambiente Ethical Style 2022. Product designers shall cover for the personal travel expenses (as needed/permitted) or communication expenses for virtual meetings to correspond/conduct 2-3 meetings/factory visits with each company, as follows: <ol style="list-style-type: none"> Initial consultation meeting to provide product design and development direction. Initial prototype-inspection to review and evaluate product samples and prototypes. Final prototype-inspection to review developments in product samples and prototypes and to finalize collections for display at the special setting 			

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. **MFO-21060410**
 DATE **06/17/2021**
 AMOUNT **Php520,000.00**

Recommended by:

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

CONFORME:

GABRIEL E. VICHAUCO
 Name & Signature of Contractor/Supplier
 Date _____

Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director



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HIRING OF DESIGN SPECIALIST FOR PRODUCT DEVELOPMENT HOME & LIFESTYLE PHASE 2 FALL/WINTER CAMPAIGN

A. Product Development

6. Should the product designer/s be unable to serve the assigned companies 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.

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 project/s:

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	Deduction from total payment	Total value of deduction shall be computed based on the disparity between actual number of companies assisted and approved number of companies, multiplied by the per company rate of each product designer's market.

B. Brand Ambassadorship

Act as Manila FAME Ambassador with the following specific roles:

1. 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.

TOTAL AMOUNT IN WORDS: _____ Php

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DATE 06/17/2021

AMOUNT Php520,000.00

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 OIC-DM, Operations Group 1

CONFORME:

GABRIEL E. LICHAUCO
 Name & Signature of Contractor/Supplier

Funds Available

 MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director

Date



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<p>HIRING OF DESIGN SPECIALIST FOR PRODUCT DEVELOPMENT HOME & LIFESTYLE PHASE 2 FALL/WINTER CAMPAIGN</p> <p>2. 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).</p> <p>C. Report writing and other requirements:</p> <p>1. Submit design concepts and/or any additional documents in support of payments made by CITEM. 2. 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.</p> <p>D. Intellectual Property</p> <p>1. Enter into a separate agreement with companies regarding intellectual property, ownership, royalties and/or other special agreements of the products developed. 2. Will not hold CITEM responsible for any issue that may arise pertaining to agreements with companies regarding intellectual property, ownership, royalties and/or other special agreements.</p> <p>TIMELINE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">ACTIVITIES</th> <th style="width: 40%;">TIMELINE</th> </tr> </thead> <tbody> <tr> <td>Initial Round of Consultations - One-on-one virtual meetings with participating companies</td> <td>May 2021</td> </tr> <tr> <td>Sending of rendered/additional designs to the companies</td> <td rowspan="2">May – June 2021</td> </tr> <tr> <td>2nd Round of Visits/Consultations Inspection of prototypes</td> </tr> </tbody> </table>	ACTIVITIES	TIMELINE	Initial Round of Consultations - One-on-one virtual meetings with participating companies	May 2021	Sending of rendered/additional designs to the companies	May – June 2021	2nd Round of Visits/Consultations Inspection of prototypes			
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Initial Round of Consultations - One-on-one virtual meetings with participating companies	May 2021									
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2nd Round of Visits/Consultations Inspection of prototypes										

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

GABRIEL E. LICHAUCO
 Name & Signature of Contractor/Supplier

Date _____

BUR No. **MFO-21060410**
 DATE **06/17/2021**
 AMOUNT **Php520,000.00**

Funds Available

MALERNA C. BUYAO
 Chief, Controllership 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



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HIRING OF DESIGN SPECIALIST FOR PRODUCT DEVELOPMENT
 HOME & LIFESTYLE PHASE 2 FALL/WINTER CAMPAIGN

ACTIVITIES	TIMELINE
Product Pictorial	June – July 2021
Line review 2nd batch of samples for Manila FAME	September 2021
Maison et Objet and More	September 9 – 13, 2021
In case of physical/hybrid show***	
Mock-up	1st Week of October 2021
Ingress	13 – 14 October 2021
13 October 01:00PM – 10:00PM	
14 October 10:00AM – 10:00PM	
Fair Proper	15 – 17 October 2021
15 October 09:00AM – 07:00PM	
16 October 09:00AM – 07:00PM	
17 October 09:00AM – 07:00PM	
Visual merchandising	
Evaluation	November 2021
Assessment and Next steps	
Report-writing and submission	

BUDGET

Total contracted amount for the Hiring of Design Specialists for Product Development is PHP 520,000.00 inclusive of all taxes, to be charged to CITEM budget for Manila FAME 2021. Budget to include all incidental costs related to the implementation of the project (meeting expenses, comms, etc.).

TOTAL AMOUNT IN WORDS:	Php
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HIRING OF DESIGN SPECIALIST FOR PRODUCT DEVELOPMENT HOME & LIFESTYLE PHASE 2 FALL/WINTER CAMPAIGN

PAYMENT SCHEDULE

Payment shall be made in the following schedule:

PAYMENT TRANCHE	PERCENTAGE	DELIVERABLE
FIRST	50%	Submission of the product development designs / sketches / mood boards / list of products selected, for at least 50% of the target number of assigned Manila FAME / FAME+ companies.
SECOND	50%	Submission of the product development designs / sketches / mood boards / list of products selected of 50% of the target number of assigned Manila FAME / FAME+ companies.

CORRESPONDING DEDUCTIONS AND 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:

Particulars	Deduction
Inability of Product Designer/s to provide assistance to the approved number of companies.	Total value of deduction shall be computed based on the disparity between actual number of companies assisted and approved number of companies, multiplied by the per company rate of each product designer's market.
	Product Designer for Home & Lifestyle Php20,800.00/per company

TOTAL AMOUNT IN WORDS: _____ Php

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BUR No. **MFO-2100410**
 DATE **06/17/2021**
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Recommended by:

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CONFORME:

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Funds Available

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<p>HIRING OF DESIGN SPECIALIST FOR PRODUCT DEVELOPMENT HOME & LIFESTYLE PHASE 2 FALL/WINTER CAMPAIGN</p> <p>INCIDENTALS FOR PHYSICAL SHOW</p> <p>Should the ingress set-up require the designers to work onsite beyond 12:00 midnight of 14 October 2021 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 <i>force majeure</i>, 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>PERIOD OF ENGAGEMENT</p> <p>The period of engagement with the supplier will be 6 months from the issuance of Notice of Award.</p>			

TOTAL AMOUNT IN WORDS: **Five Hundred Twenty Thousand Pesos** **Php 520,000.00**

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 Name & Signature of Contractor/Supplier
 Date _____

Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director



LC210179 *J*



GABRIEL E. LICHAUCO
Design Specialist
Open Studio Design Services
4F Stanisco Tower, 999 Pedro Gil cor.
Agoncillo St., Ermita Manila

Dear Mr. Lichauco:

Greetings from Center for International Trade Expositions and Missions!

Relative to our existing contract with your company as Design Specialist for Product Development Home & Lifestyle Phase 2 Fall/Winter Campaign, we would like to revise the start of implementation from May 2021 to June 2021. The revision is being made to give you enough time to do the initial round of consultations with participating companies as the NOA and contract (or Job Order) was only released in June.

Should you find the terms acceptable, kindly affix your signature below.

Sincerely,


PAULINA SUACO-JUAN
Executive Director *J. L. Chua*

CONFORME:


GABRIEL E. LICHAUCO
Design Specialist
Open Studio Design Services