				CITEM.S	TR.FR.006
	NITIONS AND MISSIONS		JO Number:	JO Date:	PAGE
CENTER FOR INTERNATIONAL TRADE EXPOS Golden Shell Pavilion, Roxas Boulevard corner S	Sen. Gil J. Puyat Avenue		2021-0080	08/31/2021	
1300 Pasay City, Metro Manila, Ph (632) 831-2201 to 09 ext. 218 📇 (632) 83	1-1368, 832-3965		PR No.:	PR Date:	1/6
S info@citem.com.ph ⊕ www.citem	n.com.ph рн	ILIPPINES	2021-0180	07/26/2021	
CONTRACTOR/SUPPLIER Open Studio Design	Services	DELIVERY TE	ERM		
ADDRESS 4F Stanisco Tower, 999 Pedro Gil St		Contraction and Contract	RM		
Ermita, Manila	•••••••••••••••••••••••••••••••••••••••				
MODE OF PROCUREMENT Small Value Procurer	ment				
MODE OF PROCUREMENT SIMal value 1 rocurer		DATE OF DEL	LIVERY		
Please provide/furnish this office the requirements listed below su	ubject to the terms and condit	tions contained he	rein. Address all corres	pondence to the Cente	r for
International Trade Expositions and Missions (CITEM).					
DESCRIPTION		QTY/UNIT	UNIT PRICE	E AMOUN	NT
HIRING OF DESIGN SPECIALIST FOR HOME 2022 PRODUCT DEVELOPMENT CAMPAIGN	& LIFESTYLE			Php980,000	.00
Scope of Work and Deliverables					
A. Product Development					
1. Based on the companies' submission of appli companies to be included in the program.	ication, CITEM shall	identify and s	elect the		
2. Design Specialist shall conduct 2-3 consultation including: new product development or selection company within the work calendar/engagement CITEM sector officers and product development	n and enhancement, period, in coordination	with each par	rticipating		
3. Design Specialist shall render a minimum of a participating companies.	4 new products per c	ompany, for 3	32		
4. Design Specialist will develop specifically ma companies. The newly developed products shal Maison et Objet and More (MOM) 2022, and Ma	ll be showcased in N	Y Now Digital	pating 2022,		
5. Design Specialist shall cover for the personal including but not limited to NCR (as needed/as or communication expenses for virtual n factory visits with each company, as follow	health situation and t neetings to corres	ravel protoco	ls permit)	ngs/	
<ul> <li>a. Initial consultation meeting to provide</li> <li>b. Initial prototype-inspection to review a</li> <li>c. Final prototype-inspection to review d and to finalize collections for display a</li> </ul>	and evaluate prod evelopments in p	uct sample roduct sam	s and prototyp	bes.	
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 inspection by CITEM-Management Inspection Team and/or the Comm subject to the PENALTY of <u>1/10 of 1%</u> of the TOTAL VALUE s/he shall be considered in default and will be liable to pay LIQUIDAT requested and CITEM granted an extension. The contractor/supplier au from any of its receivables from CITEM. The contractor/supplier must p	ission on Audit. Rejected delive of this ORDER for <b>EACH DAY (</b> TED DAMAGES in the amount thorizes CITEM to deduct the ai	eries are to be witho DF DELAY. In case of mount of undelivered	Irawn and/or replaced imi the contractor/supplier do of the <b>TOTAL AMOU</b> d portion and to deduct the	mediately. Delay in the ones not deliver within the ones not deliver within the ones not deliver within the ones the contractors of the non-state of the non-st	lelivery is due date, r/supplier
Very truly yours,	BUR No. MFO-2	1090653	Recommended b	y:	
Atty. Anna Grace i Marpuri	DATE 09/07/2	021	Aphin	SALWAR	6
OIĆ-DM, Corporate Services Dept.	AMOUNT Php98	0,000.00	MARJO F. EVIO Chief TIDS	ANNA MARIE D. Al Chief TIDS, Fashio	
CONFORME: Roling Boling			Approved hus	7	
GABRIEL ELICHAUCO	Funds Available		Approved by:		
Name & Signature of Contractor/Supplier	maler Cauge	4		INA SUACO-JU	AŊ
SEPT 18, 2021	MALERNA C. BU Chief. Controllers	YAO hin Division	Execi	utive Director	Chim

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Crem	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	dti	JO Number: 2021-0080 PR No.: 2021-0180	JO Date: 08/31/2021 PR Date: 07/26/2021	page 2/6
ADDRESS 4F	/SUPPLIER_Open Studio Design Services - Stanisco Tower, 999 Pedro Gil St., rmita, Manila	DELIVER PAYMENT PLACE O			
MODE OF PRO	CUREMENT Small Value Procurement				
	rnish this office the requirements listed below subject to the terms and con le Expositions and Missions (CITEM).	ditions contained	d herein. Address all corre	spondence to the Cente	r for

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF DESIGN SPECIALIST FOR HOME & LIFESTYLE			
2022 PRODUCT DEVELOPMENT CAMPAIGN			

6. Should the Design Specialist be unable to serve the assigned companies due to unforeseen circumstances or force majeure, and other factors beyond his/her control (e.g. no applicants), he/she shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary.

Below actions shall be taken by CITEM should there be any unforeseen circumstances that arise that hinder the successful delivery of the project/s:

CONDITIONS	ACTIONS	REMARKS
1. No applicants	Continue aggressive campaign	CITEM will aggressively campaign for participants to join the product development program.
	Cancellation of contract	In the most extreme case when there are no interested signups, CITEM shall formally inform the designer/s and release them from the contract
2. Does not meet target no. of companies	Alternative / replacement of companies to complete the target.	CITEM will campaign for alternative participants to complete the target number of companies served.
	Deduction from total payment	Total value of deduction shall be determined as follows: Total contract price/number of companies to be deducted if undelivered /unserved

#### TOTAL AMOUNT IN WORDS:

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, of the TOTAL AMOUNT unless the contractor/supplier s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of \_ 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,

CONFORME:

ATTY. ANNA GRACE I. MARPURI OIC-DM, Corporate Services Dept.

ABRIEL E. LICHAUCO

SEPT 18, 2021

Date

me & Signature of Contractor/Supplie

09/07/2021 DATE

BUR No. MFO-21090653

AMOUNT \_

Advir HINA MARJO F. EVIO Chief TIDS A Chief TIDS, Fashion Lifestyle Chief TIDS Approved k

Recommended by:

Php

PAULINA SUACO-JUAN

Executive Director

Funds Available *.C* LERNA C. BUYAO MŽ Chief, Controllership Division

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Crem	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 kinfo@citem.com.ph @ www.citem.com.ph	dti	JO Number: 2021-0080 PR No.: 2021-0180	JO Date: 08/31/2021 PR Date: 07/26/2021	PAGE 3/6
CONTRACTOR/SUPPLIER Open Studio Design Services ADDRESS 4F Stanisco Tower, 999 Pedro Gil St., Ermita, Manila MODE OF PROCUREMENT Small Value Procurement		PAYMENT TERM			
		DATE OF DELIVERY			
Disease associate (fre	unich this office the requirements listed below subject to the terms and con	ditiona containa	d harain Address all corre	enendence to the Cente	r for

International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF DESIGN SPECIALIST FOR HOME & LIFESTYLE	i.		
2022 PRODUCT DEVELOPMENT CAMPAIGN			

### **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 the public and private sectors.

2. Support 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. Report writing and other requirements:

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-activity terminal report detailing delivered undertakings, observations, and recommendations for succeeding product development cycles. The terminal report should be submitted no later than one month after the Manila FAME October 2022.

#### **D. Intellectual Property**

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.

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 of inspection by CITEM-Management Inspection Team and/or the Co subject to the <b>PENALTY</b> of <u>1/10 of 1%</u> of the <b>TOTAL VALU</b> s/he shall be considered in default and will be liable to pay LIQUI requested and CITEM granted an extension. The contractor/supplier from any of its receivables from CITEM. The contractor/supplier mu	r as may be specified. Delivery is subject to the accemmission on Audit. Rejected deliveries are to be with UE of this ORDER for EACH DAY OF DELAY. In case DATED DAMAGES in the amount of r authorizes CITEM to deduct the amount of undelivered to the amount of undelivered to be a subject to be amount of undelivered to be a subject to be	thdrawn and/or replaced immediately. Delay in the delivery is se the contractor/supplier does not deliver within the due date, of the TOTAL AMOUNT unless the contractor/supplier red portion and to deduct the penalty and liquidated damages
Very truly yours. ATTY. ANNA CRACE I. MARPURI OIC-DM, Corporate Services Dept.	BUR No. MFO-21090653 DATE 09/07/2021	Recommended by:
CONFORME: SABRIEL E. LICHAUCO Nome & Signature of Contractor/Supplier SEPT 18, 2021 Date	AMOUNT Php980,000.00	Chief TIDS, Fashion Lifestyle

				CITEM.S	TR.FR.006
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS			JO Number:	JO Date:	PAGE
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. 1300 Pasay City, Metro Manila, Philippines (632) 831-2201 to 09 ext. 218 📇 (632) 831-1368, 8			2021-0080 PR No.:	08/31/2021 PR Date:	4/6
V ⊠ info@citem.com.ph ⊕ www.citem.com.ph	PHI	LIPPINES	2021-0180	07/26/2021	
CONTRACTOR/SUPPLIER OPEN STUDIO DESIGN	SERVICES	DELIVERY	TERM		
ADDRESS 4F Stanisco Tower, 999 Pedro Gil o	or.	PAYMENT	TERM		
Agoncillo Street, Ermita, Manila		PLACE OF	DELIVERY		
MODE OF PROCUREMENT Small Value Procureme	nt	DATE OF D	ELIVERY	*****	
Please provide/furnish this office the requirements listed below subject to International Trade Expositions and Missions (CITEM).	the terms and condition	ons contained	herein. Address all corre	spondence to the Cente	r for
DESCRIPTION		QTY/UN	T UNIT PRIC	E AMOUN	IT
HIRING OF DESIGN SPECIALIST FOR HOME & LIF 2022 PRODUCT DEVELOPMENT CAMPAIGN	ESTYLE				
E. Creative Direction					122
1. Provide overall product design directions to the exh limited to creative brief, product moodboards, col lect way, etc.)	ibitors (in cludi ive design them	ng but not ne and colo	Dr		16
2. Conduct pre-production creative briefing and planni and CITEM-hired creative team;	ng with CITEM				
3. Ensure that the visual and narra tive translation of ultimately align with the brand message;	the creative car	npaigns			
4. Direct, supervise and review the post-production/ed CITEM- hired official photograph er, in coordination w hired digital content merchandiser	iting of the /ith CITEM				
5. Conduct final selection of images and all relevant m content from CITEM-hired creative team	aterials and				
TOTAL AMOUNT IN WORDS:				Php	
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inspection by CITEM-Management Inspection Team and/or the Commission on					
subject to the <b>PENALTY</b> of <u>1/10 of 1%</u> of the <b>TOTAL VALUE</b> of this OF s/he shall be considered in default and will be liable to pay LIQUIDATED DAM				oes not deliver within the JNT unless the contracto	
requested and CITEM granted an extension. The contractor/supplier authorizes (					
from any of its receivables from CITEM. The contractor/supplier must present a	Delivery Receipt and Inv	voice or Official	Receipt with the Job Order	upon delivery.	
Very truly yours, BL	JR №. MFO-21	090653	Recommended	by:	
	09/07/2	021	April	PA12ma	
OIC-DM, Corporate Services Dept.	NOUNT Php980	0,000.00	MARJO F. EVIO	ANNA MARIE D. AL Chief TIDS, Fashion	ZONA Lifestyle
CONFORME: Reling & Balan a			Approved		
GABRIEL E.LICHAUCO	inds Availat e		" MC		
Name & Signature of Contractor/Supplier VI SEPT 18, 2021 MAL	ERNA C. BUYA	0		INA SUACO-JUA	d'a
Date Chief	f, Controllership	Division		٦ (	win

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSI Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenu 1300 Pasay City, Metro Manila, Philippines		JO Number: 2021-0080	JO Date: 08/31/2021	PAGE	
Solo Pasay City, Metro Mania, Philippines Solo Pasay City, Metro Matia, Philippines Solo Pasay City, Pasay City, Pasa	PHILIPPINES	PR No.: 2021-0180	PR Date: 07/26/2021	5/6	
CONTRACTOR/SUPPLIER Open Studio Design Services	DELIVER	TERM			
ADDRESS 4F Stanisco Tower, 999 Pedro Gil St., Ermita, Manila		PAYMENT TERM			
MODE OF PROCUREMENT Small Value Procurement		PLACE OF DELIVERY DATE OF DELIVERY			
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DESCRIPTION	QTY/U		E AMOUI	NT	
		TIMELINE			
		September to			
Initial Round of Consultations - One-on-one virtual		September to			
Initial Round of Consultations - One-on-one virtual meetings with participating companies Sending of rendered/additional designs to the companies 2nd Round of Visits/Consultations	D				
Initial Round of Consultations - One-on-one virtual meetings with participating companies Sending of rendered/additional designs to the companies	D	September to ecember 2021			
Initial Round of Consultations - One-on-one virtual meetings with participating companies Sending of rendered/additional designs to the companies 2nd Round of Visits/Consultations Inspection of prototypes Product Pictorial NY Now Digital	<u>D</u> بال	September to ecember 2021 an - April 2022 May 2022 July 2022			
Initial Round of Consultations - One-on-one virtual meetings with participating companies Sending of rendered/additional designs to the companies 2nd Round of Visits/Consultations Inspection of prototypes Product Pictorial NY Now Digital Maison et Objet and More	J; J; 	September to ecember 2021 an - April 2022 May 2022 July 2022 eptember 2022			
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Initial Round of Consultations - One-on-one virtual meetings with participating companiesSending of rendered/additional designs to the companies2nd Round of Visits/Consultations Inspection of prototypesProduct Pictorial NY Now Digital Maison et Objet and More Manila FAME EvaluationEvaluation Assessment and Next steps Report-writing Novembridge	e of the Job Or	September to ecember 2021 an - April 2022 May 2022 July 2022 Eptember 2022 October 2022 ovember 2022 ovember 2022			

TOTAL	AMOUNT	- IN	WORDS:	
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inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be with	hdrawn 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,					
s/he 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 undeliver	red 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,
10
ATTY. ANNA CRACE I. MARPURI
OIC-DM, Corporate Services Dept.
MM #
CONFORME: Ball & Charles
Than I plann
GABRIEL ELICHAUCO
// Name & Signature of Contractor/Supplier
V SEPT 18, 2021

Date

 BUR No.
 MFO-21090653

 DATE
 09/07/2021

 AMOUNT
 Php980,000.00

Funds Available MALERNA C. BUYAO Chief, Controllership Division

Recommended by: Adwir ANNA MARIE D. ALZONA Chief TIDS, Fashion Lifestyle MARJO F. EVIO Chief TIDS Approved PAULINA SUACO-JUAN Executive Director

Php

PAULINA SUACO-JUAN Executive Director

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		INTERNATIONAL T	RADE EXPOSITIONS AND	MISSIONS		JO Number:	JO Date:	PAGE	
1	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines				2021-0080	08/31/2021	6/6		
C	گ <sub>(632)</sub>		18 📇 (632) 831-1368, 832-39 h @ www.citem.com.ph		ILIPPINES	PR No.: 2021-0180	PR Date: 07/26/2021	6/6	
СС	ONTRACTOR/SUPPLIER	Open Studi	o Design Service	es	DELIVERY	TERM			
AD	ADDRESS 4F Stanisco Tower, 999 Pedro Gil St.,				PAYMENT TERM				
	Ermita, Manila				PLACE OF DELIVERY				
MODE OF PROCUREMENT Small Value Procurement				DATE OF DELIVERY					
	ease provide/furnish this office ernational Trade Expositions			erms and condi	tions contained	herein. Address all corre	spondence to the Cente	r for	
		DESCRIPTIO	N		QTY/UN	IT UNIT PRIC	E AMOUN	νT	
HIRING OF DESIGN SPECIALIST FOR HOME & LIFE 2022 PRODUCT DEVELOPMENT CAMPAIGN				TYLE					
	AYMENT SCHEDU Payment shall be ma		owing schedule:						
	PAYMENT TRANCHE	TARGET DEIVERY	PERCENTAGE			DELIVERABLE			
	FIRST		50%	50% Submission of the designs / sketches / mood boards / list of products selected, for all of the target number of assigned Manila FAME / FAME+ companies.					
	1 6 3 21 10 22					product developm			
	SECOND		50%	final/post	event rep	ort and assessm	ent		
a	to provide assistance to the approved number of companies.between actual n number of compan price) of the Design Total contract price Per company rate >			e to delive of deduct ctual num companies e Design S act price / 3	ver their undertakings: Deductions uction shall be computed based on the disparity umber of companies assisted and approved les, multiplied by the per company rate (contract				
				Ų.	<ul> <li>K:</li> </ul>	n of six designs of			
тс	TAL AMOUNT IN WORDS	S:	Nir	e Hundre	ed Eighty	Thousand Peso	os Php 980,00	00.00	
ins sul s/h req fro Ve A	is order is placed subject to the The dativary must be made on spection by CITEM-Management bject to the <b>PENALTY</b> of <u>1/10</u> the shall be considered in defau quested and CITEM granted and m any of its receivables from Cl ary truly yours, TTY. ANNA SKACE IC-DM, Corporate Secon	f; during office hours it Inspection Team an <u>of 1%</u> of the <b>7</b> It and will be liable to extension. The contra- TEM. The contractor/ I. MARPURI	to CITEM or as may be speci d/or the Commission on Audi <b>OTAL VALUE</b> of this ORDER pay LIQUIDATED DAMAGE ctor/supplier authorizes CITEI	it. Rejected delive a for EACH DAY ES in the amount M to deduct the a ery Receipt and i Io. MFO-20 09/07/20	eries are to be w <b>OF DELAY</b> . In ca t of mount of undelive nvoice or Official 0190653	ithdrawn and/or replaced in ase the contractor/supplier d of the <b>TOTAL AMOU</b> ered portion and to deduct th	nmediately. Delay in the a loes not deliver within the o UNT unless the contracto he penalty and liquidated upon delivery.	telivery is due date, r/supplier damages damages	
	GABRIEL E.L.	CHAUCO	Funds	Available:		Approved by	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	(	

Funds Available: MALERNA C. BUYAO Chief, Controllership Division

Name & Signature of Contractor/Supplier SEPT 18, 2021 Date