



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: 2021-0100	JO Date: 09/29/2021	PAGE 1/4
PR No.: 2021-0225	PR Date: 08/28/2021	

CONTRACTOR/SUPPLIER **LEE SEONGYONG DESIGN**
 ADDRESS **201, Silling-dong 1465-15,**
Seoul, South Korea
 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 SUSTAINABILITY SPECIALIST FOR MENTORSHIP PROGRAM FOR HOME & FASHION LIFESTYLE			Php1,100,000.00
SCOPE OF WORK AND DELIVERABLES OF THE SPECIALISTS			
<p>A. Company Assessment and Evaluation</p> <ol style="list-style-type: none"> 1. Assess the companies identified and selected by CITEM to be included in the Program, and review presentations of the companies (including company profile and proposed or ongoing projects subject to the mentoring interventions) 2. Classify and cluster into 3 groups the 9 selected companies based on the similarities of projects and relevant interventions applicable and specific to each cluster. <p>B. Coaching and Mentorship</p> <ol style="list-style-type: none"> 1. Prepare a module for mentorship that will cover importance of sustainable practices, sustainable solutions and materials, and sustainable manufacturing processes applicable for home & fashion lifestyle. 2. Conduct 3 consultation meetings per company to discuss possible interventions including: process improvement, material manipulation, possible product development directions, within the work calendar/engagement period, in coordination with the assigned CITEM project officer. 3. Address one ongoing or proposed project and deliver a turnkey assessment and recommendation for the action and implementation by the companies. The outcome may be a process improvement, innovation, actual material manipulation, or a finished product as agreed between each of the 9 companies and the Specialist. 4. Conduct online consultation sessions using mutually agreed communication platforms (ie. Zoom, Microsoft Team, Google Meet, Webex etc). Note: CITEM to hire interpreters in support of the meetings as deemed necessary. 5. Cover for the personal communication expenses including but not limited to telephone/mobile communication and internet to facilitate the consultation meetings/sessions. <p>C. Report writing and other requirements:</p> <ol style="list-style-type: none"> 1. Submit project plan, recommendations, and mentorship plan/guide, and/or any additional documents (written in English) in support of payments made by CITEM. 			


TOTAL AMOUNT IN WORDS:	Php
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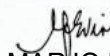
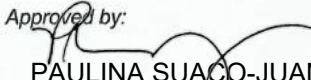
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Very truly yours,

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

 Seongyong Lee
 Name & Signature of Contractor/Supplier
 2021/ Oct / 15
 Date

BUR No. MFO-21100730
 DATE 10/05/2021
 AMOUNT Php1,100,000.00
 Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

MARJO F. EVIO
 Chief TIDS
 Approved by:

PAULINA SUACO-JUAN
 Executive Director



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2. Provide assessment and identify next steps by submitting a comprehensive post-activity terminal report detailing delivered undertakings, observations, and recommendations for succeeding mentorship cycles. The terminal report should be submitted no later than one month after the end of the program Phase 1.			

TIMELINE

ACTIVITIES	TIMELINE
Profiling and Invitation of potential program participants	September 2021
Hiring and Procurement of Specialists	1st – 2nd week October 2021
Submission of participants' profiles	1st – 2nd week October 2021
1st consultation sessions (company presentations, review and suggestion of design processes, formulation of design briefs, and assignment of tasks)	2 weeks upon awarding of contract
Task Compliance by the participants	3 weeks from first consultation session
2nd consultation sessions (presentations of work from 1st task assignment, ideation and concept development, and assignment of tasks)	4 weeks from first Consultation session
Task Compliance by the participants	3 weeks from 2 nd consultation session
3rd consultation sessions (presentations of work from 2nd task assignment, review and critic/recommendations for next steps/plan implementation)	4 weeks from 2 nd consultation session
Submission of specialists' final assessment and recommendations per company	2 weeks after 3 rd consultation session
End of Engagement of Specialists	
Submission of report and processing of payment	1 week upon submission of assessment and recommendation

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BUR No. MFO-21100730
 DATE 10/05/2021
 AMOUNT Php1,100,000.00

Recommended by:

MARJO F. EVIO
 Chief TIDS

CONFORME:

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 Name & Signature of Contractor/Supplier
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 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director



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HIRING OF SUSTAINABILITY SPECIALIST FOR MENTORSHIP PROGRAM FOR HOME & FASHION LIFESTYLE

Note: Preparatory work including submission of official letter of invitation to the KIDP and succeeding correspondences and consultations were done from January – June 2021.

Since this is a mentorship activity, PHASE 1 deals with diagnosis and recommendation based on the series of consultations and tasks given to the participants. There is an intent to bridge PHASE 1 to PHASE 2 in 2022 to see the companies through their material development, and process innovation.

PERIOD OF ENGAGEMENT

The period of engagement with the Specialist will be from the issuance of Notice of Award and Job Order.

BUDGET

Total Contracted Price for the Hiring of Specialist is PHP 1,100,000.00 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.).

PAYMENT SCHEDULE

Specialist will be entitled to full payment if services are fully rendered to all 9 companies enrolled in the program. Payment shall be made in the following schedule:

PAYMENT TRANCHE	TARGET DELIVERY	PERCENTAGE	DELIVERABLE
FIRST	September/ October 2021	50% of contract price	Submission of the initial assessment, design recommendations, designs/ sketches and mood boards (if applicable), process paper for material innovation involved, for all of the target number of assigned Manila FAME /FAME+ companies.
SECOND	November/ December 2021	50% of contract price	Submission of the mentorship final/post event report and assessment

TOTAL AMOUNT IN WORDS:	Php
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 Chief TIDS

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Seongyong Lee

Funds Available:
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 Chief, Controllorship Division

PAULINA SUACO-JUAN
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Name & Signature of Contractor/Supplier

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DEDUCTIONS/PENALTIES

Should the Specialist be unable to serve his contract due to unforeseen circumstances or *force majeure*, and other factors beyond his/her control, he/she shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary.

Nonetheless, below actions shall be taken by CITEM should the following arise that hinder the successful delivery of the project/s:

DEDUCTION	DELIVERABLE
5% per company	Less than 9 company sign-ups in the program
25% of contract price	Only two mentorship session/module was conducted with the companies who signed up (on top of the 5% deduction per company in case of less than 9 company sign-ups)
50% of contract price	Only one mentorship session/module was conducted with the companies who signed up (on top of the 5% deduction per company in case of less than 9 company sign-ups)

TOTAL AMOUNT IN WORDS: ONE MILLION ONE HUNDRED THOUSAND PESOS	Php 1,100,000.00
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