

# JOB ORDER

CITEM.STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> 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:	JO Date	PAGE 1/2
		2024-0380	10/01/2024	
		PR No.:	PR Date:	
		2024-0380	08/22/2024	

CONTRACTOR/SUPPLIER <b>PATTI CARPENTER</b> ADDRESS 77 W. 15th St. No. 6F, New York City, USA MODE OF PROCUREMENT <b>Highly Technical Consultant</b>	DELIVERY TERM _____ PAYMENT TERM _____ PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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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
<b>HIRING OF INTERNATIONAL SPEAKER FOR THE CAPACITY BUILDING IN MANILA FAME 2024</b>  <b>Scope of Work and Deliverables</b> I. Conduct at least 2 hours onsite speaking engagement (with 0.5 hour Q&A) during the 2nd day of Manila FAME (18 October 2024) on Design Trends & Market Penetration II. Conduct assessment/mentorship on Export Readiness for at most 10 companies on a first come, first serve bases form the Furniture, Home and Lifestyle sectors with the following services: -Evaluate the export readiness of each participating company to determine the skills and requirements necessary to enter the US market. -Assess and evaluate products if fit for the US market. III. Tour around Manila FAME during show proper (17-19 October) and select top products from all participating companies in Manila FAME to be labeled as "Top Picks" which will be used for marketing and promotion.			USD11,667.00 OR PHP648,160.19
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, 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 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 Purchase Order upon delivery.

Very truly yours,  
  
 ATTY. ANNA GRACE I. MARPUR  
 DM - Corporate Services Department

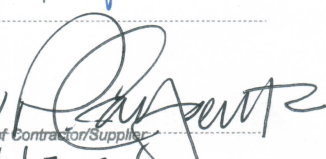
BUR No. MF-24101100  
 DATE OCT. 03, 2024  
 AMOUNT USD 11,667.00 OR  
PHP 648,160.19

Recommended by:  
  
 MARJO F. EVIO  
 DM - Service Business Department

CONFORME:

Funds Available:  
  
 MALERNA C. BAYAO  
 Chief Controllorship

Approved by:  
  
 LEAH PULIDO OCAMPO  
 Executive Director

  
 PATTI CARPENTER  
 Name & Signature of Contractor/Supplier  
 10/14/2024  
 Date

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PR No.: 2024-0380	PR Date: 08/22/2024	

CONTRACTOR/SUPPLIER <b>PATTI CARPENTER</b>	DELIVERY TERM .....
ADDRESS 77 W. 15th St. No. 6F, New York City, USA	PAYMENT TERM .....
MODE OF PROCUREMENT <b>Highly Technical Consultant</b>	PLACE OF DELIVERY .....
	DATE OF DELIVERY .....

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HIRING OF INTERNATIONAL SPEAKER FOR THE CAPACITY BUILDING IN MANILA FAME 2024

**Terms of Payment:**

Activities	Requirement for payment	
Speaking Engagement	Submission of presentation deck/materials and recording of concluded event	35%
Assessment/Consultation	Submission of evaluation report per company	50%
Brand Ambassador	Submission of product selection for 'Top Picks'	15%
<b>TOTAL</b>		<b>100%</b>

Payment is earmarked for this engagement inclusive of roundtrip airfare from country of origin to Manila (and vice versa) and all applicable taxes.

TOTAL AMOUNT IN WORDS: ELEVEN THOUSAND SIX HUNDRED SIXTY-SEVEN US DOLLARS OR A TOTAL OF SIX HUNDRED FORTY-EIGHT THOUSAND ONE HUNDRED SIXTY PESOS AND NINETEEN CENTAVOS Php USD11,667.00 OR PHP648,160.19

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 ATTY. ANNA GRACE I. MARPURI  
 DM - Corporate Services Department

BUR No. MF-24101100  
 DATE OCT. 03, 2024  
 AMOUNT USD 11,667.00 or PHP 648,160.19

Recommended by:  
  
 MARJO F. EVIO  
 DM - Service Business Department

CONFORME:

**PATTI CARPENTER**  
 Name & Signature of Contractor/Supplier  
10/14/2024  
 Date

Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief Controllorship

Approved by:  
  
**LEAH PULIDO OCAMPO**  
 Executive Director