

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



JO Number:

2025-0035

JO Date

2/04/2025

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PR No.:

2025-0035

PR Date:

1/16/2025

CONTRACTOR/SUPPLIER **CHRISTIAN DEAN ICALINA**
ADDRESS **Frankfurt am Main, Germany**
MODE OF PROCUREMENT **Overseas Procurement**

DELIVERY TERM
PAYMENT TERM **30 days**
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 MARKET SENSING ORGANIZER FOR THE
MOUNTING OF MARKET SENSING MISSION IN AMBIENTE
AND FRANKFURT, GERMANY**

PHP475,000.00

DETAILED SCOPE OF WORK:

The Market Intelligence Specialist for the Learning Tour/Market Intelligence Activity in Ambiente 2025 will be engaged from JANUARY to FEBRUARY 2025 to deliver the following scope of work:

I. ITINERARY DEVELOPMENT, COORDINATION, AND CONFIRMATION

a. Develop a 3-day itinerary

- one (1) day itinerary covering Hall 3.0 - Interiors and Decoration and 3.1 - Interior Design in Ambiente
- two (2) days itinerary covering nearby showrooms, museums, galleries, creative hubs, and cultural heritage sites within Frankfurt;

b. Handle local coordination and confirmation with each of the proposed destinations.

c. Act as a point person of the Project Team and ensure that all pre-identified specifications about the activity are properly relayed to the respective destinations.

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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. MARPURI
Department Manager III, CSD

CONFORME:

Christian Dean Icalina
Name & Signature of Contractor/Supplier

Date

BUR No. **Ambiente 25020203**

DATE **2/11/25**

AMOUNT **475,000**

Funds Available: **2.12 02/12/25**
For: **MALERNA C. BUYAO**
Chief Controllorship

Recommended by:

MARJO F. EVIO
Department Manager III, SBD

Approved by:

LEAH PULIDO OCAMPO
Executive Director

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ADDRESS **Frankfurt am Main, Germany**

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d. Arrange venue and cover cost for the refreshments of the participants.

Choices for set meal / dishes to be served will be pre-approved.

Participants will have to shoulder their own additional charges.

II. ONSITE GUIDE

a. Act as an onsite guide of the participants for the three (3) days itinerary during Ambiente.

b. Assist CITEM and participants for any local concerns that may arise outside the scheduled itinerary.

III. SHUTTLE SERVICE

a. Shoulder cost for the transportation of participants for the two (2) days itinerary developed outside Ambiente.

IV. ENTRANCE FEE

a. Cover expense for entrance fee prior arrival of CITEM and the participants (maximum of 20) in Frankfurt to administer a smooth flowing guided tour onsite and avoid long lines and possible delays, if there's any.

TOTAL AMOUNT IN WORDS:

Php

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Christian Dean Icalina
Name & Signature of Contractor/Supplier

Date

BUR No. Ambiente 25020203

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AMOUNT 475,000

Recommended by:

MARJO F. EVIO
Department Manager III, SBD

Approved by:

LEAH PULIDO OCAMPO
Executive Director

Funds Available:
for Malerna C. Buyao
Chief Controllership

JOB ORDER

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TERMS OF PAYMENT:

MARKET SENSING	DELIVERABLES	% OF PAYMENT
Market Sensing Itinerary	Upon submission and approval of the proposed itinerary	40%
Market Sensing Proper Report	Upon completion of the tour	50%
	Upon submission of report and recommendation	10%

RISK PROTECTION AND MANAGEMENT:

Inability of the Market Sensing Specialist to provide the services/deliverables shall correspond to deductions from the total amount of payment equivalent to at least 10%.

INCIDENTAL:

If the activity is cancelled due to unforeseen circumstances or force majeure, the contract may be extended until the next participation where the same approved deliverables will be implemented, or the contract shall be paid prorated based on the accomplished deliverables stipulated in terms of payment. Extension of contract shall not incur any additional payment to hired Market Sensing Specialist.

TOTAL AMOUNT IN WORDS: FOUR HUNDRED SEVENTY-FIVE THOUSAND PESOS

Php475,000.00

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Department Manager III, SBD

CONFORME:

Christian Dean Icalina
Name & Signature of Contractor/Supplier

Date

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Chief Controllorship

Approved by:

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Executive Director