

# JOB ORDER

CITEM.STR.FR.006

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavillon, Roxas Boulevard corner Sen. Gil J. Puyat Avenue



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O	1300 Pasay City, Metro Manila, Philip % (632) 831-2201 to 09 ext. 218 ≅ (632) 831-12 ☐ info@citem.com.ph	200 000 000		PR No.: 2024-0506	PR Date: 10/12/2024	1of5
ADDRESS  MODE OF PROCURE  Please provide/furnish tr.	EXHIBIT, INC.  Muntinlupa, Metro Manila  MENT Small Value Procurements office the requirements listed below subjections and Missions (CITEM).	t	PAYMENT PLACE OF DATE OF D	TERM 30 day DELIVERY ELIVERY	S Trespondence to the Cen	
LUDING CT	DESCRIPTION		QTY/UNI	T UNIT PR	ICE AMOU	INT
	ENT PRODUCER FOR THE PH				Php750,00	00.00
	N ASIA-PACIFIC TEXTILE AND					
	XPOSITION AND SUMMIT 2024 APTEXPO 2024	(APTEXPO2024)				
Event Dates :	13-15 November 2024					
	larina Bay Sands Expo & Conventio	n Centre, Singapore				
CONTENT PRODUC	CER RESPONSIBILITIES AND DEL	IVERABLES				
The content produce	r's responsibilities and deliverable	s for the				
Philippine participation	at APTEXPO 2024 include the following:					
1. Video Production						
* Omnibus Video - a	3 to 5-minute introductory video showca	sing the Philippines*				
fashion and textile	industries, the theme of the Philippine pa	articipation, and an				
introduction of the	participating designers.					
* Teaser Video - a 30	0-second to 1-minute teaser video promo	ting the Phillipine				
participation, to be	used for pre-event promotions on variou	s platforms,				
2. Lookbook/Catalogue	Content Creation					
The content produce	r is responsible for developing assets for	the				
TOTAL AMOUNT IN V	WORDS:				Php	
The delivery must be inspection by CITEM-Mar subject to the PENALTY of she shall be considered requested and CITEM gra from any of its receivables Very trufy yours,	ect to the following terms and conditions: made only during office hours to CITEM or as management Inspection Team and/or the Commission 1/10 of 1% of the TOTAL VALUE of the in default and will be liable to pay LIQUIDATED inted an extension. The contractor/supplier authors from CITEM. The contractor/supplier must present the DIAGRO-GERONIMO Head	on on Audit. Rejected deliver is ORDER for <b>EACH DAY O</b> DAMAGES in the amount of izes CITEM to deduct the arr	ries are to be with FDELAY. In casol ————————————————————————————————————	hdrawn and/or replaced by the contractor/supplied by the TOTAL AM red portion and to deduct Receipt with the Purcha.  I//0055 Recommended by the Purcha by t	d immediately. Delay in the or does not deliver within the IOUNT unless the contract the penalty and liquidate se Order upon delivery.  By IO  Manager III, SBD	delivery is e due date,



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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corpus See Cit L Breat Annual C



JODate JO Number:

1300 Pasay City, Metro Manila, Philippines  \$ (632) 831-2201 to 09 ext. 218	uu_	024-0506 PR No.: 2024-0506	11/08/2024 PR Date: 10/12/2024	2of5
CONTRACTOR/SUPPLIER FASHION DESIGN TRADE &  EXHIBIT, INC.  ADDRESS Muntinlupa, Metro Manila  MODE OF PROCUREMENT Small Value Procurement  Please provide/furnish this office the requirements listed below subject to the terms and condinternational Trade Expositions and Missions (CITEM).	PAYMENT TER PLACE OF DELI DATE OF DELI	M 30 days LIVERY VERY	pondence to the Cente	
DESCRIPTION	OTM BUT		- 1 - 4140111	17
FashionPHILIPPINES lookbook, which may also be used by individual brands. This includes:	QTY/UNIT	UNIT PRICE	AMOUN	N .
* Conceptualizing creative ideas for the lookbook		•		
* Hiring models and assisting designers in styling the collections				
* Coordinating photoshoots and conducting photography (total of 72 looks and				
and 213 final artworks) and videography services				
* Layout and design of the lookbook, including copywriting for each colelction and designer profile				
* Copywriting of individual collections, designer profiles, and collective				
description of the participation				
3. Social Media Templates				
Develop cohesive social media templates to be used for promoting the designers,				
collections, and overall Philippine participation in the event.				
4. Project Coordination				
Assign a point person to act as the primary liaison between the content production				
team, CITEM, its partners, and the participating designers. This person will ensure				
regular communication and project updates.				
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 si inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY of shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the art from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and In Very truly yours,  ATTY. MARY JANE DIAGRO-GERONIMO  Procurement Unit Head  CONFORME:  AMOUNT  Funds typical deviation of the following terms and contractor/supplier authorizes.  Funds typical deviation of the following terms and contractor/supplier authorizes.  Funds typical deviation of the following terms and contractor.  AMOUNT  Funds typical deviation of the following terms and contractor.	ories are to be withdrawn  OF DELAY. In case the  of  mount of undelivered po  nvoice or Official Receip  TYPO - YILL	m and/or replaced immodulated immodulated for the TOTAL AMOUNTION and to deduct the of with the Purchase Of Recommended by MARJO F EV Department Ma	rediately. Delay in the delay and liquidated delay in the	livery is ue date,



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Golden Shell Pavilion, Roxas Boulevard corner Sen, Gil J, Puyat Avenue



PAGE 11/08/2024

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CONTRACTOR/SUPPLIER FASHION DESIGN TRADE &	DELIVERY	TERM	-		
ADDRESS		TERM 30 day			
Muntinlupa, Metro Manila		DELIVERY			
MODE OF PROCUREMENT Small Value Procurement		DELIVERY			
Please provide/furnish this office the requirements listed below subject to the terms and conditional Trade Expositions and Missions (CITEM).	ons contained	herein. Address all co	rrespondence to t	the Cente	rfor
DESCRIPTION	QTY/UN	IT UNIT PR	ICE	AMOUN	IT
5. Content Turnover					
Provide CITEM with all produced content, including interviews, photos, videos, and					
other multimedia assets, in digital format (e.g., hard drive), ensuring proper		•			
organization and labeling for future use.					
Condition: All logistical and manpower requirements, including but not limited to					
venue rental, stage setup and transportation of goods, to conduct the above					
deliverables shall be on the expense of the content producer.					
RESPONSIBILITIES OF CITEM					
CITEM shall adhere to the following responsibilities:					
1. Provide Comprehensive Project Information					
Supply all relevant data, materials, and insights necessary for the content producer					
to fully understand the project's objectives, target audience, and creative direction,					
2. Facilitate Introductions and Partnerships					
Endorse the content producer to key stakeholders and participating designers, to					
ensure smooth collaboration and access to necessary resources.					
3. Establish and Monitor Timelines					
Develop and communicate a clear timeline for content production, providing					
milestones and deadlines. CITEM will regularly monitor progress to ensure that the					
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 subjection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY OF 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 from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invo.	DELAY, In case	e the contractor/supplier of the TOTAL AMO	authorized represei immediately. Delay does not deliver w DUNT unless the c	in the de ithin the di contractor/	livery is ue date,
Very truly yours, ATTY. MARY JANE DIAGRO-GERONIMO Procurement, Unit Head  CONFORME:  AMOUNT  AMOUNT  AMOUNT  AMOUNT	* 10 - 241, 8, 2024 1, 102 -	MARJOF. Department	d by:		
FULL FATTY MALERNA C. BU	m) rAO		LIDO OCAMI ve Director		*********



## **JOB ORDER**

CITEM.STR.FR.006



CONFORME

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
1300 Pasay City Matro Magila. Philippings



JO Number: 2024-0506

JODate 11/08/2024

Approved by SULLANDO OCAMPO

**Executive Director** 

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(632) 831-2201 to 09 ext. 218 图 (632) 831-2201 to 09 ext. 218 图 (632) 831 info@citem.com.ph @ www.c	2) 831-1368, 832-3965	MI CI	PR No.: 2024-0506	PR Date: 10/12/2024	4of5
CONTRACTOR/SUPPLIER FASHION DESIGN T  EXHIBIT, INC.  ADDRESS Muntinlupa, Metro Manila  MODE OF PROCUREMENT Small Value Procure	ement	PAYMENT PLACE OF DATE OF I	TERM 30 day DELIVERY	S	
Please provide/furnish this office the requirements listed below International Trade Expositions and Missions (CITEM),	v subject to the terms and condi	tions contained	herein. Address all cor		
DESCRIPTION		QTY/UN	IT UNIT PRI	ICE AMOU	UT
deliverables are met on schedule.					
4. Content Review and Approval					
Conduct a thorough review of all content produced, ens					
project's goals and quality standards, and provide timel	y feedback or approvals				
to the content producer for revisions or finalization.					
PERIOD OF ENGAGEMENT					
The content developer shall be contracted upon awarding					
Awards Committee (BAC) until the conclusion of the project	ct.				
TIMELINE OF DELIVERABLES					
Upon receipt of the Notice of Award, the hired Content Pro	oduction team should refer				
and follow the timeline specified below.					
DELIVERABLE	DEADLINE				
Pitch concept and approval for the lookbook	October 24, 2024				
Production for the lookbook and videos	October 25-27, 2024				
Submission of final lookbook / catalogue	November 4, 2024				
Submission of FA (final artworks) for photos	November 6, 2024				
Submission of visual templates for social media	November 6, 2024				
Submission of videos	November 9, 2024				
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 inspection by CITEM-Management Inspection Team and/or the Consubject to the PENALTY of 1/10 of 1% of the TOTAL VALUS of the Shall be considered in default and will be liable to pay LIQUIC requested and CITEM granted an extension. The contractor/supplier from any of its receivables from CITEM. The contractor/supplier must Very truly yours,  ATTY. MARY JANE DIAGRO-GERONIMO Procurement Unit Head  CONFORME:	r as may be specified. Delivery is su mmission on Audit. Rejected deliver JE of this ORDER for EACH DAY O DATED DAMAGES in the amount of authorizes CITEM to deduct the am	ries are to be with  F DELAY. In case  of	hdrawn and/or replaced in the the contractor/supplier of of the TOTAL AMO and portion and to deduct to	immediately. Delay in the did does not deliver within the d DUNT unless the contractor, the penalty and liquidated d o Order upon delivery.	elivery is due date,

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## JOB ORDER

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DESCRIPTION



JO Number: 2024-0506 PR No.:

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11/08/2024 PR Date: 10/12/2024

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CONTRACTOR/SUPPLIER FASHION DESIGN TRADE &	DELIVER	Y TERM	e de l'opposit de l'apposit de la company				
ADDRESS	PAYMENT TERM 30 days						
Muntinlupa, Metro Manila	PLACE OF DELIVERY						
MODE OF PROCUREMENT Small Value Procurement	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).

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AWARDED AMOUNT AND PAYMENT TERMS			
The awarded amount for this requirement is SEVEN HUNDRED FIFTY THOUSAND			
PESOS inclusive of all applicable taxes and shall be paid in two tranches:			
* 40% of contract cost upon submission of FA (final artworks) for photos			
* Remaining balance or 60% of contract cost upon the submission of the rest of			
the deliverables including: final catalogue / lookbook, visual templates, and videos			
AGREEMENT BETWEEN PARTIES			
In addition to stipulations within the contract, it is understood that the content			
developer agrees on the following upon his/her submission of proposal/bid to			
CITEM: that There is a Non-Disclosure Agreement between CITEM and the			
contracted party; that all materials/content created or developed by reason of this			
engagement/contract will form part of CITEM's content library and will be exclusively			
owned by CITEM; that the content provider will ensure that no copyright infringement			
will occur in the implementation of the project; and CITEM reserves the right to impose			
penalty if performance is unsatisfactory, if work/output is incomplete,			
not delivered or failed to meet deadline/s set.			
	ALUDA		
TOTAL MAUST MUNOPOS. SEVEN HI INDRED EIETV THOUS	ANINAL		

### TOTAL AMOUNT IN WORDS: SEVEN HUNDRED FIFTY THOUSAND PESOS

Php750,000.00

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/ne 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. MARY JANE DIAGRO-GERONIMO

Procurement, Unit Head

CONFORME

BUR No. T APTEX PO - 2411 0055
Reco.
DATE HOV. 18, 2024

AMOUNT # 750,000 - Departments

Recommended by:

Departmen Manager III, SBD

LEAH PULIDO OCAMPO

Executive Director

### **MEMORANDUM**

For

LEAH PULIDO OCAMPO

**Executive Director** 

From

ANNA MARIE ALZONA

Chief. Creative Goods Division

Date

08 November 2024

Subject

Request to Adjust Timeline of Deliverables of the Content Producer

for the Philippine Participation in APTEXPO

Due to the initial failure of bidding for the Hiring of a Content Producer for the Philippine Participation in the Asia-Pacific Textile and Apparel Supply Chain Expo & Summit (AP-TEXPO) 2024, we respectfully request adjustments to the deliverables on the Terms of Reference to align with the updated timelines. These adjustments are necessary to ensure the seamless execution of the project while maintaining the quality of outputs.

Below are the proposed revisions to the deliverable deadlines for the reference of the awarded supplier:

Deliverable	Deadline on the TOR	New Deadline
Pitch concept and approval for the lookbook	October 24, 2024	November 9, 2024
Production for the lookbook and videos	October 25-27, 2024	November 10, 2024
Submission of final lookbook / catalogue	November 4, 2024	November 11, 2024
Submission of FA (final artworks) for photos	November 6, 2024	November 11, 2024
Submission of visual templates for social media	November 6, 2024	November 11, 2024
Submission of videos	November 9, 2024	November 11, 2024

These adjustments aim to accommodate the delays resulting from the procurement process while ensuring that all deliverables are completed prior to the event.

Thank you for your consideration.