

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavillon, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
1300 Pasay City, Metro Manila, Philippines



JO Number:	JODate	PAGE
2024-0368	08/28/2024	1/3
PR No.:	PR Date:	1/3
2024-0368	08/20/2024	

€ (632) 831-2201 to 09 ext. 218		PR No.:	PR Date:	1/3			
☑ Info@citem.com.ph ⊕ www.citem.com.ph	PPPINES	2024-0368	08/20/2024				
CONTRACTOR/SUPPLIER DE-LUXE CO., LTD.	DELIVER	Y TERM					
ADDRESS 5-11-38-602 Roppongi Minato-ku, Tokyo 106-0032, Japan		PAYMENT TERM					
		PLACE OF DELIVERY					
MODE OF PROCUREMENT Overseas Procurement	DATE OF	DATE OF DELIVERY					
Please provide/furnish this office the requirements listed below subject to the terms and co International Trade Expositions and Missions (CITEM).	nditions containe	d herein. Address all corr	espondence to the Cente	er for			
DESCRIPTION	QTY/UI	NIT UNIT PRIC	CE AMOU	NT			
HIRING OF MARKET PROMOTION AGENT FOR MANILA FAME 2024 FOR THE JAPAN MARKET SCOPE OF WORK OF THE MARKET AGENT:			PHP 500,0	00.00			
The Market Promotion Agent will be contracted through Overseas Procurement and is expected to be on board upon signing of the JO until end of October 2024. Below are the required deliverables:							
Arrange B2B meetings for Manila FAME companies joining TIGS and FINOPINAS; Identify and invite appropriate buyers for the Manila FAME participation in TIGS and FINOPINAS; Secure meeting schedules and ensure no disruptive meeting overlaps; Facilitate onsite meetings; Monitor meeting results.							
 2. Gather buyer feedback Submit report to include buyer testimonials and feedback on Philippine products; Submit database of buyers who attended the B2B meetings; submite list of buyers vis a vis their product of interest/s and the corresponding sales under negotiation; Submit report on Philippine product weaknesses and strengths together with the recommendations on areas for improvement to strengthen demand among Japanese buyers. 3. Bringing of physical buyers to Manila FAME 							
- Bring at least 10 potential buyers to bother Manila FAME and FINOPINAS							
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 inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected de subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DESTAND STAND STAND STAND OF THE STAN	aliveries are to be AY OF DELAY. In our of	withdrawn and/or replaced in case the contractor/supplier of the TOTAL AMC	immediately. Delay in the o does not deliver within the DUNT unless the contracto	delivery is due date, or/supplier			

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

Acting DM - CSD

CONFORME:

Name & Signature of Contractor/Supplier

30 Aug 2024

MF-2408 0931

IMG. 29, 2024

AMOUNT PHP 500, on

Chief Controllership

Acting DM - SBD

Approved by:

Executive Director



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

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



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1300 Pasay City, Metro Manila, Philippines ᠖ (632) 831-2201 to 09 ext. 218 ☐ (632) 831-1368, 832-3965 ☑ info@citem.com.ph ⊕ www.citem.com.ph CONTRACTOR/SUPPLIER DE-LUXE CO., LTD. DELIVERY TERM_____ 5-11-38-602 Roppongi Minato-ku, Tokyo 106-0032, Japan PAYMENT TERM _____ PLACE OF DELIVERY MODE OF PROCUREMENT Overseas Procurement 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 PROMOTION AGENT FOR MANILA FAME 2024 FOR THE JAPAN MARKET 4. Other Deliverables & Clause - Shoulder expenses necessary to reach targets and the specified deliverables. This includes, but is not limited to, communication expense/telemarketer and/or additional promotional activities deemed necessary. QUALIFICATION: The Market Promotion Agent shall possess the following qualifications: Document requirements: CV, Portfolio/list of clients 1. Should have at least 15 years of marketing experience. 2. Should have at least 10 years of working experience in the Japanese market. 3. Should have worked with brands and/or companies related to fashion, home decor, gifts, or furniture. ----------**SPECIFICS** TIMELINE Pre-event 31 August - 03 September 2024 - Buyer invitation Buyer matching 82B scheduling Meeting with the Manila FAME companies 03 September 2024 Business Matching Proper 05-13 September 2024 Manila FAME Campaign for buyers 13 September - 16 October 2024 Manila FAME Proper 17-19 October 2024 Post event Manila FAME report submission 20-30 October 2024 Php 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, 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. MARPURIA

Acting DM - CSD

CONFORME:

Genshi Shigekawa

30 Aug 2024

MF-24080931 MG. 29, 2024

AMOUNT_PHP STOV, OVO-

Chief Controllership

Recommended by:

LEAH PULIDO OCAMPO

Executive Director

JOB ORDER

CITEM.STR.FR.006

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



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⊠ info@citem.com.ph ⊜ www.citem.	om.ph	TEPPINES	2024	-0368	08/20/202	4	
CONTRACTOR/	SUPPLIER DE-LUXE CO., LT	D.	DELIVERY TERM				
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		PLACE OF DELIVERY					
MODE OF PRO	CUREMENT Overseas Procureme	ent	DATE OF	DELIVERY			
•	nish this office the requirements listed below sub a Expositions and Missions (CITEM).	ject to the terms and condit	ions containe	d herein. Ada	iress all corres	spondence to the Ce	enter for
	DESCRIPTION	require malarisação hodo do indirection acusa despuis que prior pode de mandra potencia de texas destrutarios se	QTY/UN	VIT	UNIT PRICE	E AMO	DUNT
MANILA FA AWARDED CO The average of co 50% : After 20% : After	MARKET PROMOTION AGE AME 2024 FOR THE JAPAN IN DISTRACT AMOUNT AND MODE OF PARTICLE Warded contract is PHP 500,000.00 (incle Buyer Marketing Agent budget of Marcontract cost shall be made in the follower completion of business matching ever submission of report and database of the successfully sending 10 Japanese but the successful sending 10 Japa	MARKET AYMENT: clusive of applicable hila FAME 2024. ving schedule: ent proper f Finopinas/TIGS					
TOTAL AMOUNT	INWOPDS: FIVE LILINGSED T	HOLIOAND BEO	00			Php 500	000 00
	TIN WORDS: FIVE HUNDRED T	HOUSAND PES	05			Php 500	,000.00
The delivery must inspection by CITEI subject to the PENAs/he shall be considerequested and CITE from any of its receivery truly yours, ATTY. ANN	d subject to the following terms and conditions: ast be made only during office hours to CITEM or as n M-Management Inspection Team and/or the Commiss ALTY of 1/10 of 1% of the TOTAL VALUE of dered in default and will be liable to pay LIQUIDATE EM granted an extension. The contractor/supplier auth evables from CITEM. The contractor/supplier must pre NA GRACE I. MARPUR ing DM - CSD Genshi Shigekawa	sion on Audit. Rejected delive this ORDER for EACH DAY C ID DAMAGES in the amount orizes CITEM to deduct the an sent a Delivery Receipt and In	ries are to be w OF DELAY. In co of nount of undeliv	withdrawn and ase the contra of the rered portion a Il Receipt with Rec	Vor replaced im actor/supplier do TOTAL AMOU and to deduct th the Purchase 0 Commended I Actin Droved by: LEAH PL	amediately. Delay in the pes not deliver within the penalty and liquidately. Delay in the penalty and liquidately. By: Hill with EVIO g DM - SBD JLIDO OCA	ne delivery is he due date, ctor/supplier ed damages
	30 Aug 2024	Chief Controllershi	in ALL		Exc	soutive Director	

Chief Controllership