

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: 2025-0194	JO Date: 03/28/2025	PAGE 1 of 3
		PR No.: 2025-0194	PR Date: 03/19/2025	

CONTRACTOR/SUPPLIER SARA SOZZANI MAINO FOR FONDAZIONE SOZZANI/CSE SRL ADDRESS Milan MODE OF PROCUREMENT Overseas Procurement	DELIVERY TERM PAYMENT TERM 30 days 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
ENGAGEMENT OF AN INTERNATIONAL PROGRAM DIRECTOR FOR FASHIONPHILIPPINES FELLOWSHIP PROGRAM IN MILAN, ITALY 2025 Period of Engagement: March to September 2025 SCOPE OF WORK AND DELIVERABLES: CITEM shall engage the services of a reputable International Program Director based in Milan, Italy to oversee the successful execution of the FASHIONPhilippines Milan exhibition under a comprehensive Mentorship Program. The International Program Director will work with a notable Industry Specialist and the CITEM Project Management Team. The scope of work and deliverables include the following: A. Participant Screening and Selection * Collaborate with CITEM, the Industry Specialist, and the Philippine Fashion Coalition (PFC) to facilitate the participant screening, vetting, and selection process, ensuring that the most qualified fashion brands and designers are chosen for the program; * Establish criteria for participant evaluation with the PFC and Industry Specialist; * Oversee the onboarding and payment process for 3 Europe-based fashion experts.			EUR100,000.00 or PHP6,193,110.00
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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:

SARA SOZZANI MAINO
Name & Signature of Contractor/Supplier

Date

BUR No. **FPI - 25040546**

DATE **04/10/2025**

AMOUNT **EUR - 100,000.00**
₱ 6,193,110.00

Funds Available:

WILMA G. DULAY

OIC-Chief Controllership

Recommended by:

MARJO EVIO

DM III, Service Business Dept.



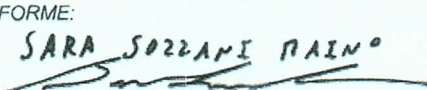
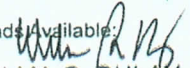
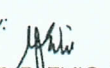
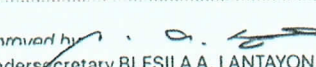

Approved by:

BLESILA A. LANTAYONA
Regional Operations Group

Executive Director **ROMLEAH JULIET P. OCAMPO**

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who will also serve as jury members and mentors.				
B. Onsite Mentoring Sessions <ul style="list-style-type: none">* Lead the planning and execution of the onsite mentoring sessions in Milan, Italy, ensuring that the participating designers gain valuable insights and guidance;* Develop a course/module which includes but is not limited to portfolio and collection reviews, branding, market positioning and storytelling targeted to the European market;* Schedule one-on-one consultation meetings between the participating designers and the mentors in Milan;* Provide a curated itinerary for the participants for an immersion activity during the Milan Fashion Week.				
C. Exhibition Planning and Implementation in Milan <ul style="list-style-type: none">* Implement a 3-day exhibition as a culmination of the program at the Gallery at Fondazione Sozzani, Milan, Italy.* Secure the Gallery at Fondazione Sozzani including its payment for rental space, equipment and materials such as mannequins, clothes racks, hangers, full length mirrors, display counter and utilities;				
TOTAL AMOUNT IN WORDS:				Php
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* Ensure that all exhibition elements align with the program's creative direction and brand positioning;

* Assign staff to manage the daily operations throughout the exhibition.

D. Marketing and Promotion

* Promote the exhibition including inviting the media & fashion stakeholders & personalities from the various sectors of the industry to increase audience reach;

* Assist in securing press coverage and interviews with participating designers;

* Facilitate networking opportunities with potential European buyers.

II. TERMS OF PAYMENT

For the services rendered, the International Program Director shall receive the amount of the awarded bid contract. CITEM will pay the International Program Director in four tranches upon submission of the following deliverables:

Activities	Percentage	Deliverables
Pre-planning and Participants' Selection	20%	Upon submission and approval of the program proposal for the Mentorship and Exhibition in Milan which shall include: •Mentorship module/s •List and CV of the 3 jury-mentors
Mentoring Sessions	30%	List of the selected 10-15 participants for the program
	30%	Upon submission and approval of the Mentorship Schedule and the PR plan
Exhibition Proper	20%	Upon the completion of the 3-day exhibition in The Gallery at Fondazione Sozzani

ONE HUNDRED THOUSAND EURO
EUR100,000.00 or

TOTAL AMOUNT IN WORDS: SIX MILLION ONE HUNDRED NINETY-THREE THOUSAND ONE HUNDRED TEN PESOS	Php6,193,110.00
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 OIC-Chief Controllorship

Recommended by:

MARJOE EVIO
 DM III, Service Business Dept.

Approved by:

Undersecretary BLESILA A. LANTAYONA
 Regional Operations Group

Executive Director ROMLEAH JULIET P. OCAMPO