

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:

2025-0451

JO Date:

07/15/2025

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PR No.:

2025-0451

PR Date:

07/04/2025

CONTRACTOR/SUPPLIER MC&CO TRENDADDRESS 9 Rankin Drive, Bangalow, New South Wales,
AustraliaMODE OF PROCUREMENT OVERSEAS PROCUREMENT

DELIVERY TERM _____

PAYMENT TERM _____

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 A TREND FORECASTING COMPANY AS

SPEAKER FOR FAME TALKS VIA ZOOM

Period of Engagement: August 2025

(subject to availability of speaker within this month)

USD2,000.00

or a total of

PHP113,184.00

I. SCOPE OF WORK:

The design trends forecasting company shall conduct a minimum of 1-hour online knowledge sharing session including a 10-15-minute Q&A to share industry design trends among current and future home, furniture, lamps and lighting and other lifestyle exporters.

1. Conduct consultation with CITEM to align design trends and topics to be discussed with the Philippine industry context such as consideration of dominant materials or resources available, production capabilities, and available technology.
2. Create a customized trend forecasting presentation that will be applicable to most, if not, all attendees. Topics shall be reviewed and approved by the Manila FAME team.
3. Conduct an engaging and informative online discussion on design forecast relevant to the products showcased and offered in Manila FAME. The session shall include design approaches and applications of the trends on Philippine products.

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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:

BUR No. MP-250711DCDATE 7-30-25AMOUNT \$ 113,184.00

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship

Recommended by:

MARJOIF. EVIO

Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

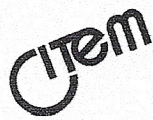
Name & Signature of Contractor/Supplier

2/8/25

Date

JOB ORDER

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4. Allocate a Q&A session to entertain queries among exporters during the knowledge sharing session.			
5. Undertake administrative and logistical requirements for its designated speaker such as but not limited to laptop, lighting and audio equipment, among others. Share its presentation materials to participants immediately after the session.			
II. TERMS OF PAYMENT			
Payment shall be made upon issuance of billing or statement of account (SOA) and in observation of the following deliverables:			
DELIVERABLES	% of CONTRACT PRICE		
* Payment upon signing of contract, subject to submission of > Invoice > Company profile / portfolio establishing years of experience in trend forecasting > List of clients from the home, furniture, lifestyle sectors (at least 5) > Presentation outline w/ proposed session title > List of 2025 trend reports (at least 5) – whether free of charge or subject to subscription > List of speaking engagements for 2025 (conducted and/or to be conducted) > Other relevant procurement requirements.	40%		
* Payment of the remaining contracted price upon delivery of service, subject to submission of invoice, turnover of presentation material and other applicable documents.	60%		
	100%		
TWO THOUSAND US DOLLARS			USD2,000.00

TOTAL AMOUNT IN WORD ONE HUNDRED THIRTEEN THOUSAND ONE HUNDRED EIGHTY-FOUR PESOS

Php 113,184.00

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Very truly yours,
ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

BUR No. WP-257105
DATE 7-30-25
AMOUNT Ph 113,184.00

Recommended by
MARJO F. EMO
Department Manager III, SBD

CONFORME:

[Signature]
Name & Signature of Contractor/Supplier
2/8/25
Date

Funds Available: [Signature]
WILMA G. DULAY
OIC-Chief Controllorship

Approved by: [Signature]
ROMLEAH JULIET P. OCAMPO
Executive Director