JO Number TODate PAGE CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines 2025-0181 03/25/2025 1of5 ,(632) 831-2201 to 09 ext. 218 ☉ (632) 831-1368, 832-3965 ⊠ info@citem.com.ph ⊕ www.citem.com.ph PR No.: PR Date: 2025-0181 03/11/2025 MASAECO, INC. DELIVERY TERM CONTRACTOR/SUPPLIER 30 days Indang, Cavite PAYMENT TERM ADDRESS PLACE OF DELIVERY MODE OF PROCUREMENT Small Value 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). UNIT PRICE AMOUNT QTY/UNIT DESCRIPTION HIRING OF CREATIVE DIRECTOR FOR THE PHILIPPINE PHP900,000.00 PARTICIPATION IN TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2025 AND OSAKA OFFICIAL OUTBOUND BUSINESS MISSION I. SCOPE OF WORK: The Creative Director will be engaged from March to September 2025 to deliver the following scope of work: 1. Creative Direction * Provide the overall creative design direction for the Philippine participation in TIGS and the Osaka OBBM pop-up showcase in consideration of the concept of sustainability through design; * Provide an official participation theme and handle anchored on the concept of sustainability through design; * In cooperation with CITEM, ensure the consistent translation of the design direction and theme in all design requirements such as booth design, collateral designs, and onsite visual merchandising of products. 2. Booth Design é * Provide direction for the TIGS Philippine Pavilion design to achieve a thematic 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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 <u>1/10 of 1%</u> 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 <u>_____</u> 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, Q ATTY, ANNA GRACE I. MARPURI Department Manager III, CSD

CONFORME:

Wataru Sakuma ton/Supplier

Date

BUR No. 7765 -25040532 Recommended by DATE april 8,2225 AMOUNT \$900,00.0

Controllership

MARJQ F Department Manager III, SBD

Approved by Q 4,15 ROMLEAN JULIET P. OCAMPO **Executive Director**

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Sheil Pavilion, Roxas Boulevard comer Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines (€ (632) 831-2201 to 09 ext. 218 (€) (632) 831-1368, 832-3965 Si info@citem.com.ph (€) www.citem.com.ph		JO Number: 2025-0181	JODātē 03/25/2025	PAGE
		PR No.: 2025-0181	PR Date: 03/11/2025	2of5
CONTRACTOR/SUPPLIER MASAECO, INC.	DELIVER	Y TERM		
ADDRESS Indang, Cavite	PAYMENT	30 days	1	
	PLACE O	F DELIVERY		
MODE OF PROCUREMENT Small Value Procurement	DATE OF	DELIVERY		
Please provide/furnish this office the requirements listed below subject to the terms and condit International Trade Expositions and Missions (CITEM).	ions containe	d herein. Address all corr	espondence to the Cente	r for
DESCRIPTION	QTY/UN	UNIT PRIC	CE AMOUN	1T
presentation;				
* Develop the general booth and structural design in coordination with the CITEM				
Exhibition and Design Team;				
* Recommend ideal layout assignments for participating companies.				
3. Exhibitor Selection & Servicing				
* Provide inputs for the final selection of the 10-20 participating companies;				
* Conduct product development aligned with the approved concept and theme for				
each of the 10-20 participating companies with 1-2 product collection/s per				
company:				
a. 20 participating companies - 1 product collection with 3 product designs				
b. 10 participating companies - 2 product collections with 3 product designs per				
collection (total 6 product designs)				
* Conduct final line selection of products from the 10-20 participating companies				
that will be displayed at the Philippine Pavilion;				
* Be present during ingress to conduct onsite curation/visual merchandising of				
product displays;				
* Be available during event proper to do minor curatorial edits.				
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 so inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliver				
subject to the PENALTY of 1/10 Of 1% of the TOTAL VALUE of this ORDER for EACH DAY O				
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requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the ar	mount of undelin	vered portion and to deduct	the penalty and liquidated of	
from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Ir				
Very truly yours, C BUR No. 7765-	25040	532 Recommended	WX.	
ATTY. ANNA GRACE I. MARPURI	@1223	- \ /	mu	

CONFORME:

Department Manager III, CSD

Wataru Sakuma actor/Supplier Nat

Date

DATE april 8,2025 MARJOF. EVIO AMOUNT 9900,000.00 Department Manager III, SBD

Funds Mailable: WILMA G. DULAY OIC-Chief Controllership

Approved by: ROMLEAH JULIET P. OCAMPO Executive Director

				CITEM.S	IR.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		JO Nur 2025-0	Contraction and	JODâte 03/25/2025	PAGE
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CONTRACTOR/SUPPLIER MASAECO, INC.	DELIVER	Y TERM			
ADDRESS Indang, Cavite					0000000000000
MODE OF PROCUREMENT Small Value Procurement					
Please provide/furnish this office the requirements listed below subject to the terms and conditional Trade Expositions and Missions (CITEM).	ions containe	d herein. Addre	ass all correspo	ondence to the Cente	r for
DESCRIPTION	QTY/UN	VIT U	JNIT PRICE	AMOUN	T
4. Brand Ambassadorship				1	
* Act as Brand Ambassador for the Philippine participation in TIGS with the					
following specific roles:					
a. Represent the Philippine participation in TIGS in local and international					
marketing and promotion initiatives which include features and interviews					_
across various media platforms;					
b. Engage in various activities intended for the promotion of Phil, participation in					
TIGS, such as, but not limited to courtesy calls, launches, and press conferences.					
5. Market Specialist & Business Consultant					
* Conduct at least one (1) pre-event seminar/consultation to the participating					
companies on the topic of Market Trends in Japan for 2026-2027;					
* Provide post-event assessment for each participating company based on their					
show performance at TIGS and identify areas for improvements on how they					
can improve in order to better do business in Japan					
* Recommend other interventions that CITEM may implement to better equip the					
companies prior event proper.					
6. Osaka OBBM deliverables:					
* Provide design inputs and/or recommendations on the visual merchandising					
TOTAL AMOUNT IN WORDS:				Php	
This order is placed subject to the following terms and conditions:					
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inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delive subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY O					
s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount				T unless the contractor	
requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the an	nount of undeliv				lamages
from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and In					
Very truly yours, BUR No. /765	-030405) > C Reco	mmended by		
Very truly yours, BUR No. 7765 ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD	8,2021	MAF	RJOFEV	0	
Department Manager III, CSD	min	Den	artmen Mai	nader III, SBD	

CONFORME:

l Wataru Sakuma Name & Signeture of Contractor/Supplier

Date

AMOUNT JG'OV, ON. W

Funds Available: M WILMA G. DULAY OIC-Chief Controllership

Puepartment Ma ay

Approved by: OF ANI I ROMLEAD JULIET P. OCAMPO **Executive Director**

JOB ORDER CITEM.STR.FR.006

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS	@	JO Number:	JODâtê	PAGE
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines		2025-0181	03/25/2025	4of5
€ (632) 831-2201 to 09 ext. 218 (€) (632) 831-1368, 832-3965 (□) info@citem.com.ph (€) www.citem.com.ph	ILIPPINES	PR No.: 2025-0181	PR Date: 03/11/2025	4015
CONTRACTOR/SUPPLIER MASAECO, INC.	DELIVER	Y TERM		
ADDRESS Indang, Cavite	PAYMEN	TTERM 30 days	i	
	PLACE O	F DELIVERY		
MODE OF PROCUREMENT Small Value Procurement	DATE OF	DELIVERY		
Please provide/furnish this office the requirements listed below subject to the terms and condit International Trade Expositions and Missions (CITEM).	ions containe	d herein. Address all corr	espondence to the Cente	er for
DESCRIPTION	QTY/U	NIT UNIT PRI	CE AMOUN	NT
and curation of the pop-up showcase for the business matching and				
networking sessions.				
7. Other Requirements				
* Attend all required meetings with the CITEM Project Team or with the CITEM				
Management;				
* Bear the cost/expenses and facilitate own logistical requirements for the travel to				
TIGS as well as own personal and incidental expenses to be incurred from the visit.				
MODE OF PAYMENT:				
10% - Submission of proposed overall direction/theme for the participation				
- Conceptualization and submission of proposed booth design theme				
- Selection of final line-up of companies				
50% - Conduct of pre-event market trend seminar to participating companies				
- Submission of product design renderings to all participating companies				
- Selection of final line-up of products for all companies				
40% - Finalize product development				
- Finalize booth layout				
- Onsite curation				
- Submission of post-event evaluation report				
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 deliver subject to the PENALTY of <u>1/10 of 1%</u> of the TOTAL VALUE of this ORDER for EACH DAY O s/he 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 ar from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Ir	pries are to be DF DELAY . In a of mount of undeli nvoice or Officia	withdrawn and/or replaced case the contractor/supplier of the TOTAL AMC ivered portion and to deduct al Receipt with the Purchas	immediately. Delay in the o does not deliver within the DUNT unless the contracto the penalty and liquidated a Order upon delivery.	lelivery is due date, r/supplier
Very truly yours, BUR No. 7765 -	25041	2572 Recommende	der:	

ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD

CONFORME:

Wataru Sakuma ractor/Supplier Nan

Date

DATE Comil 8, 2025 AMOUNT 9 TW, ON W Department Manager III, SBD

FunderAvailable: OIC-Chief Controllership

Approved by: C. 445 ROMLEAH JULIET P. OCAMPO Executive Director

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 (\$ 1632) 831-1368, 832-3965 Info@citem.com.ph () www.citem.com.ph			1.17.000	Number: -0181	JODātē 03/25/2025	PAGE	
			0.00	R №.: -0181	PR Date: 03/11/2025	5of5	
CONTRACTOR/SUPPLIER MASAECO INC.		DELIVER	Y TERM		*		
ADDRESS Indang, Cavite		PAYMENT TERM 30 days					
		PLACE OF DELIVERY					
MODE OF PROCUREMENT Small Value Procurement			DELIVER	Y			
Please provide/furnish this office the requirements listed below subject to the International Trade Expositions and Missions (CITEM).	e terms and condi	tions containe	d herein. A	ddress all corre	espondence to the Cente	ar for	
DESCRIPTION		QTY/UNIT I		UNIT PRIC	E AMOUN	NT	
II. TIMELINE							
SPECIFICS		TIMELI	NE				
Administrative prepations (c/o CITEM) • Procurement period • Logistical preparations	March	2025					
Development of overall design theme, direction, campaign concept and selection of participating companies	March -	April 2025	5				
Japan Market Trends 2026-2027 talk/seminar	April 20	25					
Philippine Pavilion design conceptualization and approval (in coordination with CITEM exhibition design team)	April - M	/lay 2025					
Product development/selection, one-on-one design consultation and prototype inspection	April - J	uly 2025					
Product photoshoot (c/o hired photographer)	July 202	25					
Shipment of items		August 2025					
Pre-Departure Briefing	August 2025		()				
TIGS Ingress (Onsite supervision, execution, and visual merchandising)	n,and visual 02 Septem		5				
TIGS Event Proper	03-05 September 2		2025				
Debriefing with participants	05 Septe		ember 2025				
Submission of report and recommendations Octobe		2025					

TOTAL AMOUNT IN WORDS: NINE HUNDRED THOUSAND PESOS

Php900,000.00

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Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD CONFORME: Wataru Sakulna

Name & Signature of Contractor/Supplier

Date

BUR NO. TTES-230 40532 Recommend DATE Opin 8,2025 AMOUNT 900, 000 00 Department

OIC-Chief Controllership

Department Manager III, SBD \$ 4,15 Approved by ROMLEAH JULIET P. OCAMPO

Executive Director

MEMORANE	NUC	
FOR	:	EXECUTIVE DIRECTOR LEAH PULIDO OCAMPO
FROM		MARJO F. EVIO
SUBJECT	:	TIGS & OSAKA OBBM CREATIVE DIRECTOR PERIOD OF ENGAGEMENT
DATE	:	21 April 2025

May we request approval of the period of engagement below for the Hiring of Creative Director for the Philippine Participation in Tokyo International Gift Show Autumn 2025 and Osaka Outbound Business Mission:

Engagement Period				
	From	То		
Start	March 2025	25 March 2025 *based on issued Notice of Acceptance (NOA-2025-0073)		
End	October 2025	31 October 2025		

This memo is made in accordance to the requirement of BAC Secretariat to indicate the specific date of engagement.

For your consideration please.

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