

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 ☎ (832) 831-2201 to 09 ext. 218 📠 (832) 831-1368, 832-3965 📧 info@citem.com.ph 🌐 www.citem.com.ph	JO Number: 2024-0228	JO Date: 8/9/2024	PAGE 1 of 6
	PR No.: 2024-0228	PR Date: 5/16/2024	

CONTRACTOR/SUPPLIER KUNST AND KARTE CORP. ADDRESS San Antonio, Paranaque City MODE OF PROCUREMENT Small Value 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
HIRING OF CREATIVE DIRECTOR FOR THE PHILIPPINE PARTICIPATION IN AMBIENTE 2025 Scope of Work: The Creative Director for the Philippine Participation in Ambiente 2025 will be engaged from May 2024 to February 2025 to deliver the following scope of work: A. Creative/Thematic Direction 1. Propose an overall theme/creative concept for the Design Philippines participation. 2. Ensure the consistent translation and application of the theme/creative concept in all critical components of the participation. 3. Assist in the identification and selection of participating companies. B. Product Development and Selection 1. Conduct product selection / final line selection of each participating companies while taking into consideration equal product representation of companies carrying furniture items vs. small décor and gifts products.			PHP980,000.00

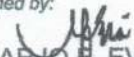
TOTAL AMOUNT IN WORDS:	Php
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This order is placed subject to the following terms and conditions:

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 T. MARPURI
 ACTING DM, Corporate Service Dept.

BUR No. AMBIENTE-24080869
 DATE MAY 13, 2024
 AMOUNT ₱ 980,000-

Recommended by:

MARJO H. EVIO
 ACTING DM, SBD

CONFORME:

ANTHONY CARL T. GONZALES
 Name & Signature of Contractor/Supplier
 Date _____

Funds Available:

MALERNA C. BUYAO
 Chief Controllorship

Approved by:

LEAH PULIDO OCAMPO
 Executive Director

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CONTRACTOR/SUPPLIER KUNST AND KARTE CORP. ADDRESS San Antonio, Paranaque City MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
2. Conduct product development for at least 20 participating companies. Develop at least two (2) collections per company. Each collection is comprised of minimum three (3) pieces. 3. Supervise the junior designers in interpreting and executing designs with each participating company from partner provinces and to do the showroom/factory visits, as necessary. C. Space Planning and Exhibition Design Direction 1. Coordinate and provide directions to the Exhibitions Design Division of CITEM for the space planning and exhibition design of the Philippine booth. 2. Ensure that the theme/ creative concept is translated into the overall stand design. 3. Oversee construction of the stand and conduct inspection of all installed components. D. Visual Merchandising/ Curation 1. Conduct mock-up of booth display if time permits (optional). 2. Physically curate the Philippine Pavilion for the Ambiente event proper.			

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 ACTING DM, Corporate Service Dept.

CONFORME:

ANTHONY CARL T. GONZALES

Name & Signature of Contractor/Supplier

Date

BUR No. MISSION TO - 24050869

DATE Aug. 13, 2024

AMOUNT P 980,000-

Funds Available:

Maria C. Buydo

Chief Controllorship

Recommended by:

MARSO FEVIO
 ACTING DM, SBD

Approved by:

LEAH PULIDO OCAMPO
 Executive Director

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CONTRACTOR/SUPPLIER KUNST AND KARTE CORP. ADDRESS San Antonio, Paranaque City MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
3. Should there be a need for a direction for the product photoshoot for the featured products in Ambiente, the Creative Director must be able to produce necessary guide documents required. E. Brand Ambassador 1. Grant interviews and attend pictorials, when required. 2. Engage in mutually agreed public and media relations activities intended for the promotion of the participation. 3. Commit to foster relationships with different stakeholders and promote the participation through extensive network of business associates. F. Project Coordination 1. Strategize with CITEM to achieve agreed objectives/goals and attend scheduled meetings and briefings. 2. Report Writing. G. Others 1. Shoulder all <u>logistics</u> (airfare and accommodation), administrative, incidental, and personal expenses needed to accomplish the deliverables at no additional cost to CITEM.			

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,
ATTY. ANNA GRACE T. MARPURI
 ACTING DM, Corporate Service Dept.

CONFORME:

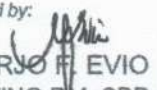
ANTHONY CARL T. GONZALES
 Name & Signature of Contractor/Supplier


Date

BUR No. AM1912718-24090869
 DATE May 13, 2024
 AMOUNT ₱ 980,000-

Funds Available:

MALERNA C. BOYAO
 Chief Controllership

Recommended by:

MARJO F. EVIO
 ACTING DM, SBD

 Approved by:

LEAH PULIDO OCAMPO
 Executive Director

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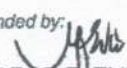



CONTRACTOR/SUPPLIER KUNST AND KARTE CORP. ADDRESS San Antonio, Paranaque City MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
2. All materials must be approved by CITEM and the hired Creative Director must be willing to allow revisions should CITEM require them. 3. Recommend actions and solutions on how to improve future exhibits in Ambiente. 4. Should there be any areas that are unclear and need decision-making, CITEM's decision should be followed. Responsibilities of CITEM CITEM shall adhere to the following responsibilities: 1. Assign a point person from CITEM to serve as a coordinator between the Creative Director and the exhibitors and for any other questions and concerns. 2. Assist in routing for review and approval of all content submitted by the Creative Director.			

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours, ATTY. ANNA GRACE I. MARPURI ACTING DM, Corporate Service Dept.	BUR No. <u>MARJOFREVIO-24680869</u> DATE <u>Aug-13, 2024</u> AMOUNT <u>₱ 980,000-</u>	Recommended by:  MARJO F. REVIO ACTING DM, SBD
CONFORME:  ANTHONY CARL T. GONZALES <small>Name & Signature of Contractor/Supplier</small> Date _____	Funds Available:  Materna C. Buyas Chief Controllership	Approved by:  LEAH PULIDO OCAMPO Executive Director

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Awarded Contract and Mode of Payment:

The awarded contract for this requirement is Php980,000.00 inclusive of all incidental expenses and applicable taxes.

Payment shall be made in the following schedule:

- 20% - Submission of creative/ thematic direction
Timeline: May - June 2024
- 30% - Product designs for participating companies of partner provinces
Timeline: July - August 2024
- 30% - Selection of products;
Development of booth design with CITEM and Design Center;
Booth layout and plans
Timeline: August - October 2024
- 20% - Curation of the physical exhibit;
Submission of accomplishment report and areas for improvement.
Timeline: January - February 2025

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

ATTY. ANNA GRACE IL MARPURI
 ACTING DM, Corporate Service Dept.

BUR No. MARBURE-24080869
 DATE Aug. 13, 2024
 AMOUNT ₱ 980,000-

Recommended by:


MARJO F. EVIO
 ACTING DM, SBD

CONFORME:

ANTHONY CARL T. GONZALES
 Name & Signature of Contractor/Supplier
 Date _____

Funds Available:

MALERNA C. BOYAO
 Chief Controllership

Approved by:

LEAH PULIDO OCAMPO
 Executive Director

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		PR No.: 2024-0228	PR Date: 5/16/2024	

CONTRACTOR/SUPPLIER KUNST AND KARTE CORP.	DELIVERY TERM _____
ADDRESS San Antonio, Paranaque City	PAYMENT TERM 30 days
MODE OF PROCUREMENT Small Value Procurement	PLACE OF DELIVERY _____
	DATE OF DELIVERY _____

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CORRESPONDING DEDUCTIONS/PENALTIES:

Inability of the Creative Director to provide the services/ deliverables shall correspond to deductions from the total amount of payment equivalent to at least 10%.

INCIDENTAL:

If the participation is cancelled due to unforeseen circumstances or force majeure, the contract may be extended until the next participation where the same approved deliverables will be implemented, or the contract shall be paid prorated based on the accomplished deliverables stipulated in terms of payment.

Extension of contract shall not incur any additional payment to hired Creative Director.

TOTAL AMOUNT IN WORDS: **NINE HUNDRED EIGHTY THOUSAND PESOS** Php 980,000.00

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Very truly yours,

ATTY. ANNA GRACE  **MARPURI**
 ACTING DM, Corporate Service Dept. 

CONFORME:

ANTHONY CARL T. GONZALES

Name & Signature of Contractor/Supplier


Date

BUR No. **AMBIBENTE - 2408 0869**



DATE **Aug. 13, 2024**

AMOUNT **P 980,000-**

Funds Available


Malerna C. Buyaco
 Chief Controllership

Recommended by:


MARJO FLEVIO
 ACTING DM, SBD 

Approved by:


LEAH PULIDO OCAMPO
 Executive Director



MEMORANDUM

For : *Chelymed*
MA. LOURDES D. MEDIRAN
Deputy Executive Director

From : *Marjo*
MARJO F. EVIO
Department Manager, SBD

Date : 30 July 2024

Re : CHANGE OF DELIVERY DATE

This is to request to change the service date of Kunst and Karte as Creative Director for the Philippine participation in Ambiente 2025, due to change of project plan.

Hence, an adjustment of four (4) months, from May 2024 to August 2024 until February 2025, is requested.

For consideration please.

Thank you.