



# JOB ORDER

CITEM STR FR 005

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> Golden Shell Pavilion, Roxas Boulevard corner San 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 <b>2025-0141</b>	JO DATE <b>03/11/2025</b>	PAGE <b>1 of 4</b>
		PR NO <b>2025-0141</b>	PR DATE <b>02/20/2025</b>	
CONTRACTOR/SUPPLIER <b>KUNST AND KARTE CORP.</b> ADDRESS <b>San Antonio, Paranaque City</b> MODE OF PROCUREMENT <b>Small Value Procurement</b>		DELIVERY TERM PAYMENT TERM <b>30 days</b> 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
<b>HIRING OF CONCEPT DIRECTOR, SPECIFIER, PARTS AND FITTINGS SHOWCASE IN MANILA FAME 2025</b> Period of Engagement: Upon acceptance/signing of JO/Contract to November 2025 <b>I. SCOPE OF WORK:</b> <b>1. Product Selection</b> 1.a Identify possible exhibitors to feature at the showcase ensuring to feature as wide an array of raw materials and designs as possible. 1.b Provide design direction and other required specifications to identified exhibitors; 1.c Conduct product selection/final line selection with each participating company <b>2. Special Setting</b> 2.a Conceptualize the design of the Components Showcase, in coordination with CITEM Exhibition and Design Team, and provide supervision over the hired contractor for the construction and other set-up requirements for the setting. 2.b Provide directions in space planning of the Components Showcase. 2.c Must physically curate and identify props/visual merchandising for the Special Showcase.				<b>PHP900,000.00</b>
TOTAL AMOUNT IN WORDS: <b>NINE HUNDRED THOUSAND PESOS</b>				Php <b>900,000.00</b>
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 <b>PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY.</b> 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 <b>LIQUIDATED DAMAGES</b> in the amount of _____ of the <b>TOTAL AMOUNT</b> 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, <b>ATTY. ANNA GRACE L. MARPURI</b> Department Manager III, CSD CONFORME: <b>ANTHONY CARL T. GONZALES</b> Name & Signature of Contractor/Supplier Date _____		BUR No. <b>MF-25030446</b> DATE <b>2/25/2025</b> AMOUNT <b>990,000</b> Funds Available: <b>WILMA G. DULAY</b> OIC-Chief Controllorship		
Recommended by: <b>MARJO EVIO</b> Department Manager III, SBD Approved by: <b>ROMLEAH JULIET P. OCAMPO</b> Executive Director				

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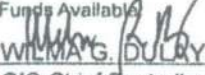
CITEM.STR.FR.006

<b>CITEM</b> CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner San Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines ☎ (832) 831-2201 to 09 ext. 218 ☎ (832) 831-1368, 832-3985 ✉ info@citem.com.ph www.citem.com.ph	<b>dti</b> PHILIPPINES	JO Number: 2025-0141	JO Date: 03/11/2025	PAGE 2 of 4
		PR No.: 2025-0141	PR Date: 02/20/2025	
CONTRACTOR/SUPPLIER <b>KUNST AND KARTE CORP.</b>		DELIVERY TERM		
ADDRESS <b>San Antonio, Paranaque City</b>		PAYMENT TERM <b>30 days</b>		
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<p>2.d Provide guidance and assistance, if needed, for the curation of product photos to CITEM Communication and Creative Services Department.</p> <p>3. Brand Ambassadorship</p> <p>Act as Manila FAME Ambassador with the following specific roles.</p> <p>3.a Headline Manila FAME in local and international marketing and promotion initiatives of CITEM which include features, interviews, and photos for all forms of mass media such as broadcast (television and radio), print (broadsheets, magazines, social media, and other print collateral), and digital (emails, websites, blogs, and other internet-based media);</p> <p>3.b Engage in CITEM's public and media relations activities intended for the promotion of Manila FAME such as but not limited to courtesy calls, launches, and press conferences, when invited.</p> <p>3.c Participate in any designers' online panel discussions, talks, conferences and webinars (if any) initiated by CITEM for Manila FAME 2025.</p> <p>4. Report Writing and other Requirements</p> <p>4.a Submit design concepts and/or any additional documents in support of payments made by CITEM; Submit photos and/or articles of promotion activities and online events attended by the Curator;</p>				
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Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD		BUR No. <b>MF-25030446</b>		Recommended by:  <b>MARJORIE EVIO</b> Department Manager III, SBD
CONFORME:  <b>ANTHONY CARL T. GONZALES</b> Name & Signature of Contractor/Supplier		DATE <b>3/25/2025</b>		Approved by:  <b>ROMLEAH JULIET P. OCAMPO</b> Executive Director
Date		Funds Available:  <b>WILMA G. DULAY</b> OIC-Chief Controllorship		



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4.b Provide assessment and identify next steps by submitting a Post-Event Terminal Report detailing delivered undertakings, observations, and recommendations for succeeding Manila FAME editions. The terminal report should be submitted no later than one month after the show.						
<b>TERMS OF PAYMENT:</b> Payment shall be made upon the issuance of statement of account and submission of deliverables. All travel expenses (airfare and accommodation) and logistical requirements for travel to the regions/provinces required for the program are to be covered by the Curator.						
DELIVERABLES	REQUIREMENTS	% OF CONTRACT PRICE				
Concepts/Theme and Corplan Proposal	Upon submission of the concepts, theme, design direction, and workplan to CITEM.	40%				
Report of product selection progress	Upon submission of list of possible exhibitors and product selection progress report.	40%				
Submission of Manila Fame October 2025 post-event evaluation report	•Upon submission of Manila Fame October 2025 post-event evaluation report including photo documentation of curated setting. •Engaged in any CITEM Manila Fame brand ambassador initiatives (e.g. interviews, talks, conferences etc.)	20%				
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		AMOUNT <b>₱ 900,000</b>				
		Funds Available  <b>WILMA G. DULAY</b> OIC-Chief Controllership				

OIC-Chief Controllership

MEMORANDUM

For :  ED Leah Pulido Ocampo

Thru :  DM Marjo Evio

From :  DC Anna Marie Alzona 

Date : 03 July 2025

Subject: **PERIOD OF ENGAGEMENT FOR PHILIPPINE COMPONENT'S CONCEPT DIRECTOR, SPECIFIER AND CURATOR**

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May we request your approval to revise the period of engagement indicated in PR No. 2025-0141 of Kunst and Karte, as follows:

From : Upon acceptance of JO/Contract to November 2025

To : 01 May 2025 – 30 November 2025

This adjustment is being made upon the recommendation of the Bids and Awards Committee (BAC) Secretariat, who advised that the exact engagement period be specified prior to posting.

For your approval, please.

Thank you.