

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:
2025-0138 R1

JO Date
03/31/2025

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PR No.:
2025-0138 R1

PR Date:
03/11/2025

CONTRACTOR/SUPPLIER **THE GREGORIA GROUP, OPC**

ADDRESS **Salcedo Village, Makati City**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

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 CURATOR FOR THE PHILIPPINE PARTICIPATION IN INDEX DUBAI 2025 Project: INDEX Dubai 2025 (May 27-29, 2025) Period of Engagement: Upon acceptance/signing of JO/Contract until June 2025 I. SCOPE OF WORK 1. DESIGN THEME * Submit a proposed design theme or concept for the participation 2. BOOTH DESIGN * Develop the general booth and structural design concept for the Philippine participation in coordination with the assigned CITEM Exhibition Designer (taking into consideration the allotted budget). * Develop an exhibitor space layout for the products to be featured to ensure that all products/companies have equal exposure and are easily identifiable. 3. PRODUCT SELECTION * Conduct product selection/final line selection from each participating company while taking into consideration equal product representation of companies carrying furniture items vs. small decor, lamps and lighting and fashion accessories.			PHP400,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

MARGARITO KISH

Name & Signature of Contractor/Supplier

April 25, 2025

Date

BUR No.

DATE

AMOUNT

Funds Available:

WILMA G. DULAY

OIC-Chief Controllershship

Recommended by:

MARJO F. EMIO
Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director

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4. CURATION * Physically curate the Philippine Pavilion onsite * Should there be a need for a direction for the product photoshoot for the featured products in INDEX, the Curator must be able to produce the necessary guide documents required. 5. OTHERS * Shoulder travel to and accommodation expenses in Dubai CITEM Assign a point person to serve as coordinator between the Curator and the exhibitors; 1. Assist in routing for review and approval all content submitted by the Curator; 2. Provide access to the previous product photos of FAME+ to be used by the Curator as reference and/or additional product selection options for the Pavilion, if necessary.			

II. TERMS OF PAYMENT

PAYMENT	PROPOSED DELIVERABLES	TIMELINE
40%	o Submission of design theme and concept proposal	February 2025
40%	o Selection of products o Development of booth design with CITEM Exhibition Team (Booth layout and plans)	February - March 2025
20%	o Curation of the physical exhibit o Submission of accomplishment report and area for for improvement	March - June 2025

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

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

CONFORME:

MARGARITO KISH

Name & Signature of Contractor/Supplier

APRIL 25, 2025

Date

BUR No. **INDEX 25040567**

DATE **April 15, 2025**

AMOUNT **P 400,000.00**

Funds Available

WILMA G. DULAY

OIC-Chief Controllershship

Recommended by:

MARJO F. EMIO
Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director

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III. RISK MANAGEMENT 1. Inability of the Curator to provide services such as conceptualization of theme, designing of booth in coordination with CITEM Exhibition Team, product selection and post-event report for reasons deemed unjustifiable by CITEM shall result in the immediate cancellation of the contract with no further obligations or liabilities on the part of the contracting entity. 2. If the event is cancelled due to unforeseen circumstances or force majeure - beyond the reasonable control of both parties, the contract may be extended until the next event where the same approved concept shall be implemented, or the contract shall be paid pro-rated based on the accomplished deliverables stipulated in the terms of payment. Extension of contract shall not incur any additional payment to hired Curator.			

TOTAL AMOUNT IN WORDS: **FOUR HUNDRED THOUSAND PESOS** Php **400,000.00**

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

BUR No. **INDEX 25040867**
DATE **April 15, 2025**
AMOUNT **₱ 400,000.00**

Recommended by:
MARJOR EVIO
Department Manager III, SBD

CONFORME: **Margarito Kish**
MARGARITO KISH
Name & Signature of Contractor/Supplier
APRIL 25, 2025
Date

Funds Available: **WILMA G. DULAY**
OIC-Chief Controllershship

Approved by: **ROMLEAH JULIET P. OCAMPO**
Executive Director