


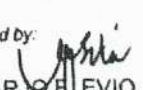

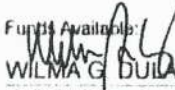


JOB ORDER

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 E: (632) 831-2201 to 09 ext. 218 F: (632) 831 1368, 832-3985 E-mail: info@citem.com.ph www.citem.com.ph		JO NUMBER: 2025-0198	JO DATE: 03/28/2025	PAGE 1/7
		PR No: 2025-0198	PR Date: 03/19/2025	
CONTRACTOR/SUPPLIER KUNST AND KARTE CORP. ADDRESS L7 B2 MELITON ESPIRITU COMPOUND, SAN ANTONIO, PARANAQUE 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 PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR DESIGN COMMUNE (HOME AND HOLIDAY DECOR) PROGRAM FOR MANILA FAME 2025		1 pax		Php950,000.00
I. OBJECTIVES <ul style="list-style-type: none">•To create new design collections for participating MSMEs that can also be showcased in Overseas Trade Fairs.•To innovate and respond to evolving international market trends and consumer demands.•To develop among our exhibitors a solid foundation and appreciation of the value of product design as a tool for global trade competitiveness.				
II. SCOPE OF WORK 1. Product Development <ul style="list-style-type: none">1.a. Identify and contract at least 2-3 local designers to work for the Product Development Design Specialist under the Design Commune Program. Designers fee, if any, will be covered by the Product Development Design Specialist.1.b. Develop market-targeted capsule collections for participating companies. The products to be developed shall target overseas markets, particularly buyers from the US, Asia, and Europe being the consistent and biggest buyer arrivals in Manila FAME.				
TOTAL AMOUNT IN WORDS:				Php
<p>This order is placed subject to the following terms and conditions:</p> <p>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.</p>				
Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept. CONFORME:  ANTHONY CARL T. GONZALES (Name & Signature of Contractor/Supplier) MAY 05, 2025 Date		BUR No. MF 25040566 DATE April 15, 2025 AMOUNT P950,000.00 Recommended by:  MARJORIE EVIO Department Manager, SBD Approved by:  ROMLEAH JULIET PULIDO OCAMPO EXECUTIVE DIRECTOR Funds Available:  WILMA G. DULAY OIC-Chief Controllorship		

JOB ORDER

CITEM STR FR.006

CITEM CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Rozas Boulevard corner San Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines T. (632) 831-2201 to 09 ext. 218 F. (632) 831-1358, 832-3965 E: info@citem.com.ph @ www.citem.com.ph		dti DEPARTMENT OF TRADE INTEGRATION	JO Number 2025-0198	JO Date 03/28/2025	PAGE 2/7
CONTRACTOR/SUPPLIER KUNST AND KARTE CORP. ADDRESS L7 B2 MELITON ESPIRITU COMPOUND, 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	
Likewise, products developed targeting particular markets may be shown as standalone collections should any of the participating companies also join overseas trade shows. 1.c. Oversee the product development of 15 participating companies with the identified designers for Manila FAME in October 2025 with a minimum of 6 new designs per company, for a total of 90 new designs. 1.d. Conduct 3-4 consultations with identified Designers and participating companies through virtual and/or physical meetings and/or factory visits. During physical meetings/factory visits, Specialist shall shoulder his/her and the identified designers' travel expenses (airfare and accommodation) and facilitate logistical/administrative requirements to the participating companies required for the visits, as follows: o Initial consultation meeting to assess the participating companies' capabilities and to present Designer's Concept, Theme and CITEM's project timeline. o Consultation meeting for product design presentation and development direction. o Initial prototype inspection to review, evaluate and provide further instructions/directions on product samples and prototypes. o Final prototype inspection to review developments					
TOTAL AMOUNT IN WORDS:				Php	
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Very truly yours, ATTY ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept. CONFORME: ANTHONY CARL T. GONZALES Name & Signature of Contractor/Supplier MAY 05, 2025 Date		BUR NO. MF-25040566 DATE April 15, 2025 AMOUNT P950,000.00 Funds Available: WILMA G. DULAY OIC-Chief Controllorship		Recommended by: MARJORIE EVIO Department Manager, SBD Approved by: ROMLEAH JULIET PULIDO OCAMPO EXECUTIVE DIRECTOR	




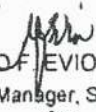

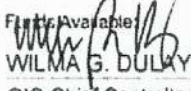
JOB ORDER

CITEM STR FR.000

CITEM CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Rowas Boulevard corner Sen. Gil J. Puyat Avenue 1530 Pasay City, Metro Manila, Philippines T: (632) 631-2201 to 09 ext. 218 F: (632) 831-1368 832-3985 E: info@citem.com.ph www.citem.com.ph	dti Department of Trade and Industry	JO Number 2025-0198	JO DATE 03/28/2025	PAGE 3/7
		PR No 2025-0198	PR DATE 03/19/2025	
CONTRACTOR/SUPPLIER KUNST AND KARTE CORP.		DELIVERY TERM		
ADDRESS L7 B2 MELITON ESPIRITU COMPOUND, SAN ANTONIO, PARANAQUE CITY		PAYMENT TERM 30 days		
MODE OF PROCUREMENT Small Value Procurement		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
<p>in product samples and prototypes and finalize collections for display at the special setting.</p> <p>2. Design Commune Special Setting</p> <p>2.a. Conceptualize Design Commune Setting in collaboration with the hired foreign product consultant/designer and with CITEM Exhibition Design Team and provide supervision over the hired contractor of the construction and other set-up requirements for the commune area.</p> <p>2.b. Conduct product selection/final line selection of each participating company while taking into consideration equal product representation of the participants.</p> <p>2.c. Be present during ingress to conduct onsite curation and identify props/visual merchandising props for the Manila FAME October 2025 Design Commune (home and holiday decor sector) setting.</p> <p>2.d. Should there be a need for assistance in the curation of product photos in the "Design Commune" tab of the FAME+ website, the product design specialist should provide guidance and instructional materials to the CITEM Communication and Creative Services Department</p> <p>3. Brand Ambassadorship</p> <p>Act as Manila FAME Ambassador with the following specific roles:</p>				
TOTAL AMOUNT IN WORDS:				Php
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Very truly yours, ATTY ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept. CONFORME: ANTHONY CARL T. GONZALES Name's Signature of Contractor/Supplier MAY 05, 2025 Date		BUR No MF-25040566 DATE April 15, 2025 AMOUNT P750,000.00 Funds Available WILMA G. DULAY OIC-Chief Controllership		
		Recommended by: MARLO F. EVIO Department Manager, SBD by Approved by: ROMLEAH JULIET PULIDO OCAMPO EXECUTIVE DIRECTOR		

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 T: (632) 831-2201 to 02 ext. 218 F: (632) 831-1368 832-3865 E: info@citem.com.ph @ www.citem.com.ph		JO Number	2025-0198	JO Date	03/28/2025	PAGE 4/7
		PR No.	2025-0198	PR Date	03/19/2025	
CONTRACTOR/SUPPLIER KUNST AND KARTE CORP. ADDRESS L7 B2 MELITON ESPIRITU COMPOUND, SAN ANTONIO, PARANAQUE 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		
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, and other print collateral), and digital (emails, websites, blogs, other internet and social media); 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; 3.c. Participate in any designers' online panel discussions, talks, conferences, and webinars (if any) initiated by CITEM for Manila FAME 2025. 4. Report writing and other requirements: 4.a. Submit design concepts and/or articles of promotion activities and online events attended by the Product Design Specialist in support of payments made by CITEM; 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.						
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, Corporate Services Dept. CONFORME:  ANTHONY CARL T. GONZALES <i>Signature of Contractor/Supplier</i> MAY 05, 2025 Date		BUR No. MF-25040566 DATE April 15, 2025 AMOUNT 975,000.00 Recommended by:  MARSOF LEVIO Department Manager, SBD Approved by:  ROMLEAH-JULIET PULIDO OCAMPO EXECUTIVE DIRECTOR Fully Available:  WILMA G. DULAY OIC-Chief Controllorship				

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Rocas 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
E: info@citem.com.ph @ www.citem.com.ph



JO Number:

2025-0198

JO Date:

03/28/2025

PAGE

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PR No.

2025-0198

PR Date:

03/19/2025

CONTRACTOR/SUPPLIER **KUNST AND KARTE CORP.**

ADDRESS **L7 B2 MELITON ESPIRITU COMPOUND, SAN ANTONIO, PARANAQUE 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
III. TERMS OF PAYMENT			
The total contract price is inclusive of applicable taxes and 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 regions/provinces required for the program are to be covered by KUNST AND KARTE CORP.			
DELIVERABLES	REQUIREMENTS	% OF CONTRACT PRICE	
Concept/Theme and Workplan Proposal	Upon submission of the concept, theme, design direction, and workplan to CITEM.	30%	
Initial Design drawings/ sketches for the assigned companies	Upon submission of preliminary product development designs to CITEM and the participating companies	30%	
Report of prototype progress per company	Upon submission of the prototype progress report with documentation of meetings and photos of prototype progress and/or prototypes developed	30%	
Post Event Evaluation Report and Final product photos	<ul style="list-style-type: none"> Upon submission of Manila FAME October 2025 post-event evaluation report and photos of final products. Engaged in any CITEM Manila FAME brand ambassadorship initiatives (e.g. interviews, talks, conferences etc.) 	10%	
TOTAL		100%	

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY ANNA GRACE I. MARPURI

Department Manager, Corporate Services Dept.

CONFORME:

ANTHONY CARL T. GONZALES

Name & Signature of Contractor/Supplier

MAY 05, 2025

Date

BUR No. **MF-25040566**

DATE **April 15, 2025**

AMOUNT **₱250,000.00**

Recommended by:

MARJO J. EVIO

Department Manager, SBD

Approved by:

ROMLEAH JULIET PULIDO OCAMPO

EXECUTIVE DIRECTOR

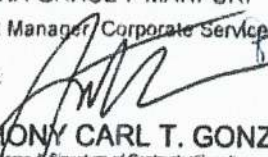
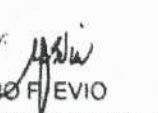

Funds Available:

WILMA G. DULAY

OIC-Chief Controllorship



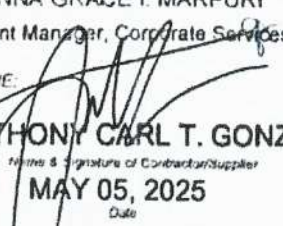
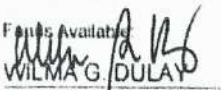
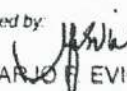
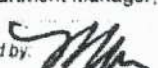
JOB ORDER

CITEM.STR.FR.006

CITEM CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines T. (832) 831-2201 to 09 ext. 218 F. (832) 831-1368, 832-3985 E: info@citem.com.ph @ www.citem.com.ph		dti DEPARTMENT OF TRADE AND INDUSTRY	JO Number: 2025-0198	JO Date: 03/28/2025	PAGE 6/7
CONTRACTOR/SUPPLIER KUNST AND KARTE CORP. ADDRESS L7 B2 MELITON ESPIRITU COMPOUND, 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	
IV. RISK MANAGEMENT 1. Should the product development specialist be unable to serve the sector/market they are assigned to due to unforeseen circumstances or force majeure, and other factors beyond their control (e.g. no applicants), he/she shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary. Below are the alternative deliverables that may be suggested or negotiated with the product development specialist should there be any unforeseen circumstances that will arise which will hinder the successful delivery of the project/s:					
CONDITIONS	ACTION/S	REMARKS			
No applicants	Cancelled contract	CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case when there are no interested sign-ups, CITEM shall formally inform the product development specialist and release him/her from the contract.			
If CITEM does not meet the target no. of companies	CITEM may allow the Product Design Specialist to provide design services to participants from a different market/sector to meet their own targets.	Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different markets/sectors.			
TOTAL AMOUNT IN WORDS:					Php
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Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept. CONFORME:  ANTHONY CARL T. GONZALES Name of Signature of Contractor/Supplier MAY 05, 2025 Date		BUR No. MF-25040566 DATE April 15, 2025 AMOUNT ₱250,000.00 Recommended by:  MARJO F. EVIO Department Manager, SBD Approved by:  ROMLEAH JULIET PULIDO OCAMPO EXECUTIVE DIRECTOR Full Name Available WILMA G. DULAB OIC-Chief Controllorship			

JOB ORDER

CITEM STR FR 006

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CONTRACTOR/SUPPLIER KUNST AND KARTE CORP. ADDRESS L7 B2 MELITON ESPIRITU COMPOUND, 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	
CONDITIONS If the Product Design Specialist does not meet the minimum no. of companies to be served. If the product design specialist does not meet the minimum number of new product designs per company	ACTION/S as long as the other designer's deliverables shall not be affected. CITEM shall compensate the Product Design Specialist based on the actual number of companies they served. CITEM will compensate the product design specialist based on the actual number of companies served and the actual number of product designs he/she developed.		REMARKS Total rate for 15 companies: •Price per company =(Contract Price)/no. of companies Total rate per company computation: $\frac{\text{Bidded amount}}{15 \text{ companies}}$ 6 designs minimum (per company) To be divided by the number of designs: 6 designs (minimum no. of designs to be developed per company)		
2.Inability of the Product Design Specialist to provide assistance to the approved number of companies engaged shall correspond to deductions from the total amount of payment.Total value of deduction will be computed based on the disparity between the approved versus the actual number of companies assisted. 3.If the event is cancelled due to unforeseen circumstances or force majeure,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 KUNST and KARTE CORP.					
TOTAL AMOUNT IN WORDS: NINE HUNDRED FIFTY THOUSAND				PhP 950,000.00	
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Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept. CONFIRME:  ANTHONY CARL T. GONZALES Name & Signature of Contractor/Supplier MAY 05, 2025 Date		BUR No. MF-25042566 DATE April 15, 2025 AMOUNT 950,000.00 For Available:  WILMA G. DULAY OIC-Chief Controllorship			
		Recommended by:  MARJORIE E. EVI Department Manager, SBD Approved by:  ROMLEAH JULIET PULIDO OCAMPO EXECUTIVE DIRECTOR			

MEMORANDUM

TO : 
LEAH PULIDO OCAMPO
Executive Director

THRU : 
MARJO F. EVIO
Department Manager, Service Business Dept.

FROM : 
ANNA MARIE ALZONA
Division Chief, Service Business Dept. 

DATE : 23 June 2025

SUBJECT : **MEMO CHANGE OF ENGAGEMENT PERIOD FOR MANILA FAME
PRODUCT DEVELOPMENT PROGRAM – DESIGN COMMUNE**

May we request to change the engagement period written in **PR No. 2025-0198** of **Kunst and Karte** to as follows:

FROM	TO
*Upon acceptance/ signing of JO/Contract to Nov 2025	June 15, 2025 to November 30, 2025

The reason of changing is that BAC-Sec suggested to reflect the exact date of engagement period before posting.

For your consideration please.

Thank you.