

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: 2025-0197-R3	JO Date: 05/14/2025	PAGE 1 of 4
	PR No.: 2025-0197-R3	PR Date: 05/06/2025	

CONTRACTOR/SUPPLIER MARIA TERESA MATERA FOR LIT FASHION CONSULTANCY ADDRESS NK AOYAMA HOMES 413, 2-2-2 NISHI-AZABU, MINATO-KU, TOKYO JAPAN MODE OF PROCUREMENT Overseas 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 AN INTERNATIONAL FASHION INDUSTRY SPECIALIST FOR THE FASHIONPHILIPPINES MENTORSHIP PROGRAM IN MILAN 2025 Period of Engagement: May to October 2025 I. SCOPE OF WORK AND DELIVERABLES CITEM shall engage the services of an International Fashion Industry Specialist in collaboration with PFC to oversee and ensure smooth execution of all project components and serve as liaison between the CITEM Project Management Team, the hired International Program Director, and the participating fashion brands/designers. The scope of work and deliverables shall include the following: a. Participant Campaign and Screening <ul style="list-style-type: none"> • Assist in the campaign/call for participation to all fashion industry networks in coordination with PFC; • Conduct initial screening and vetting of fashion brand/designer applicants and endorse pre-qualified applicants to CITEM in coordination with PFC. b. Mentorship Program <ul style="list-style-type: none"> • Provide professional inputs on the course module to be developed by PFC for the 1st phase of the mentorship program; • Ensure the market-readiness of the 10-15 participating fashion brands/designers by assisting them in the preparation of their product line sheet, pricing & costing, brand portfolio and other documentary requirements necessary to conduct business/negotiation with international buyers; • Assist and provide inputs in the development of the participating brand/designer's product collection by establishing an overall theme and/or design direction; 	1 lot		EUR15,500.00/ Php966,141.35

TOTAL AMOUNT IN WORDS:	Php
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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.

BUR No. **FP1-25050800**
 DATE **May 27, 2025**
 AMOUNT **966,141.35**

Recommended by: 
MA. LOURDES D. MEDIRAN
 Deputy Executive Director

MARJO F. EVIO
 Department Manager, CBD

CONFORME:

MARIA TERESA MATERA for LIT Fashion Consultancy
 Name & Signature of Contractor/Supplier
June 02, 2025
 Date

Funds Available: 
WILMA G. DULAY
 OIC-Chief Controllorship

Approved by: 
ROMLEAH JULIET P. OCAMPO
 EXECUTIVE DIRECTOR

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CONTRACTOR/SUPPLIER **MARIA TERESA MATERA FOR LIT FASHION CONSULTANCY**

ADDRESS
NK AOYAMA HOMES 413, 2-2-2 NISHI-AZABU, MINATO-KU, TOKYO JAPAN

MODE OF PROCUREMENT **Overseas Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY

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<ul style="list-style-type: none"> Attend (as needed) scheduled online and/or physical mentorship meetings with the participating fashion brands/designers in coordination with PFC; Conduct inspections and review the development of each participating fashion brand/designer's product collection, line sheet, brand portfolio and other requirements prior to the Milan exhibition; Lend his/her professional expertise in the product installation, including the integration of space decor and enhancements based on the approved space design. <p>c. Buyer Marketing and Promotion</p> <ul style="list-style-type: none"> Promote and invite potential European buyers and other international fashion industry stakeholders to the 3-day exhibit in Milan, Italy; Assist with potential business-matching sessions between the buyers and the participating fashion brands/designers. <p>d. Liaison and Coordinator</p> <ul style="list-style-type: none"> Facilitate all communication between the International Program Director and the CITEM Project Management Team; Under the direction of CITEM, ensure smooth execution of the designated project components (e.g. campaign, promotion, screening/ vetting process, mentorship program, and exhibition in Milan) in coordination with International Program Director and the CITEM Project Management Team; Attend/be present during the set-up/ingress, mentorship sessions and the 3-day exhibit proper in Milan, Italy; Report updates and progress of the project components to the CITEM Project Management Team. <p>e. Report Writing</p> <ul style="list-style-type: none"> Provide assessment and identify next steps by submitting a Post-Event Terminal Report detailing delivered undertakings (with documentation) 			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,
ATTY. ANNA GRACE I. MARPURI
Department Manager, Corporate Services Dept.

CONFORME:

MARIA TERESA MATERA for LIT Fashion Consultancy

Name & Signature of Contractor/Supplier

June 02, 2025

Date

BUR No. **PPI-25050800**

DATE **May 27, 2025**

AMOUNT **9966,141.35**

Funds Available

WILMA G. DULAY

OIC-Chief Controllership

Recommended by:
MA. LOURDES D. MEDIRAN
Deputy Executive Director

MARIO FLEBIO
Department Manager, CBD

Approved by:
ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR

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MODE OF PROCUREMENT **Overseas Procurement**

DELIVERY TERM
PAYMENT TERM **30 days**
PLACE OF DELIVERY
DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
photos and/or articles from promotion activities), observations and recommendations. The terminal report should be submitted no later than one month after the exhibit.			
II. TIMELINE			
SPECIFICS	TIMELINE		
Procurement/hiring period (c/o CITEM).	May 2025		
Official media launch in Manila of the FASHION Philippines Mentorship Program in Milan.	May 2025		
Approval of mentorship curriculum/module, design theme/direction and list of international jury/mentors.	May 2025		
Call for participation and screening/veeting of applicants.	May 2025		
Endorsement of the vetted/pre-qualified applicants to the hired international program director and jury/mentors.	May-June 2025		
• Selection of fashion brand/designer finalists • Official announcement of the 10-15 selected fashion brands/designers	June 2025		
1st phase of the mentorship program with the 10-15 participating fashion brands/designers	June-August 2025		
Announcement of the 3-day exhibition in Milan, Italy	July 2025		
Photoshoot and lookbook layout of the product collections	July 2025		
Sending of lookbook to partners and potential buyers.	July-August 2025		
Participant's pre-departure briefing.	September 2025		
Set-up/ingress at the gallery in Milan, Italy	20-21 September 2025		
Exhibit proper and mentoring sessions (2nd phase) with international program director jury/mentors in Milan, Italy.	22-25 September 2025		
Submission of post-event report and documentation.	October 2025		

TOTAL AMOUNT IN WORDS:

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Very truly yours,
ATTY. ANNA GRACE MARPURI
Department Manager, Corporate Services Dept.

CONFORME:

MARIA TERESA MATERA for LIT Fashion

Name & Signature of Contractor/Supplier

June 02, 2025

Date

BUR No. **FP1-25050800**

DATE **May 27, 2025**

AMOUNT **₱ 966,413.35**

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Recommended by:
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MARJO F. EVIO
Department Manager, CBD

Approved by:
ROMLEAH JULIET P. OCAMPO
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CONTRACTOR/SUPPLIER: MARIA TERESA MATERA FOR LIT FASHION CONSULTANCY ADDRESS: NK AOYAMA HOMES 413, 2-2-2 NISHI-AZABU, MINATO-KU, TOKYO JAPAN MODE OF PROCUREMENT: Overseas Procurement	DELIVERY TERM: _____ PAYMENT TERM: 30 days PLACE OF DELIVERY: _____ DATE OF DELIVERY: _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT												
III. TERMS OF PAYMENT For the services rendered, the International Fashion Industry Specialist shall received a total of Fifteen Thousand and Five Hundred Euros (EUR15,500.00). CITEM will pay the International Fashion Industry Specialist in three tranches upon submission of the following deliverables:															
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:20%;">Activities</th> <th style="width:15%;">Percentage</th> <th style="width:65%;">Deliverable/s</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Participant Campaign and Screening</td> <td style="text-align: center; padding: 2px;">40%</td> <td style="padding: 2px;">Upon submission of the list of vetted and pre-qualified fashion brands/designers.</td> </tr> <tr> <td style="padding: 2px;">Mentorship Program</td> <td style="text-align: center; padding: 2px;">50%</td> <td style="padding: 2px;">Upon submission and approval of the Product collection theme and/or design direction</td> </tr> <tr> <td style="padding: 2px;">Documentation and Reporting</td> <td style="text-align: center; padding: 2px;">10%</td> <td style="padding: 2px;">Upon submission of the post-event/ terminal report with photo documentation</td> </tr> </tbody> </table>	Activities	Percentage	Deliverable/s	Participant Campaign and Screening	40%	Upon submission of the list of vetted and pre-qualified fashion brands/designers.	Mentorship Program	50%	Upon submission and approval of the Product collection theme and/or design direction	Documentation and Reporting	10%	Upon submission of the post-event/ terminal report with photo documentation			
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Documentation and Reporting	10%	Upon submission of the post-event/ terminal report with photo documentation													
FIFTEEN THOUSAND FIVE HUNDRED EUROS OR A TOTAL OF NINE HUNDRED SIXTY SIX THOUSAND ONE HUNDRED FORTY ONE			EUR15,500.00												
TOTAL AMOUNT IN WORDS: AND 35/100			Php 966,141.35												

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CONFORME: MARIA TERESA MATERA for LIT Fashion Consultancy Name & Signature of Contractor/Supplier June 02, 2025 Date	Funds Available: WILMA G. DUDAY OIC-Chief Controllorship
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MEMORANDUM



FOR : **LEAH PULIDO OCAMPO**
Executive Director 

FROM :  **ANNA MARIE ALZONA**
Division Chief, Creative Goods Division

DATE : 04 June 2025

SUBJECT : **Request to Adjust Period of Engagement for the Hiring
of International Fashion Industry Specialist for
FASHIONPhilippines in Milan 2025**

We respectfully request an adjustment to the period of engagement for the services of the International Fashion Industry Specialist for the FASHIONPhilippines Mentorship Program in Milan 2025, from **May – September 2025 to June – October 2025**.

This adjustment is due to the realignment of the bidding budget following the onboarding of DOST-PTRI as a new project partner. It also accounts for the extended timeline of deliverables and the payment schedule for the final tranche of Ms. Maria Teresa Matera, in accordance with the updated project timeline.

For your consideration.

Thank you.