

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavillon, Roxas Boulevard comer Sen. Gil J. Puyat Avenue



Ī	JO Number:	JODate	PAGE
l	2025-0197-R3	05/14/2025	
ľ	PR No.: 2025-0197-R3	PR Date: 05/06/2025	10f4

0	1300 Pasay City, Metro Manila, Philippines % (632) 831-2201 to 09 ext. 218		202	PR No.:	PR Date:	1of4
			202	25-0197-R3	05/06/2025	
CONTRACTOR	VSUPPLIER MARIA TERESA MATERA FOR LIT FASHION CONSULTANCY	DELIVER		- 20 days		
	OMES 413, 2-2-2 NISHI-AZABU, MINATO-KU, TOKYO JAPAN				******************************	
MODE OF PRO	CUREMENT Overseas Procurement					
Please provide/fu International Trad	mish this office the requirements listed below subject to the terms and condit the Expositions and Missions (CITEM).	ions containe	ed herein.	. Address all correspond	andence to the Center	r for
	DESCRIPTION	QTY/U	NIT	UNIT PRICE	AMOUN	IT
SPECIALIST PROGRAM IN	N INTERNATIONAL FASHION INDUSTRY FOR THE FASHIONPHILIPPINES MENTORSHIP MILAN 2025 gagement: May to October 2025	1 lot			EUR15,50 Php966,14	
I. SCOPE OF CITEM shall e Specialist in context of a CITEM Project Director, and the work and delive a. Participant • Assist in the networks in context of the • Conduct initi	WORK AND DELIVERABLES Ingage the services of an International Fashion Industry ollaboration with PFC to oversee and ensure smooth II project components and serve as liaison between the t Management Team, the hired International Program he participating fashion brands/designers. The scope of verables shall include the following: **Campaign and Screening** campaign/call for participation to all fashion industry pordination with PFC; ial screening and vetting of fashion brand/designer dendorse pre-qualified applicants to CITEM in coordina					
by PFC for the • Ensure the n brands/design line sheet, price requirements national buyer •Assist and price	essional inputs on the course module to be developed a 1st phase of the mentorship program; market-readiness of the 10-15 participating fashion ners by assisting them in the preparation of their producting & costing, brand portfolio and other documentary necessary to conduct business/negotiation with interes; ovide inputs in the development of the participating er's product collection by establishing an overall theme					
TOTAL AMOUNT	TIN WORDS:			1	Php	
This order is placed	subject to the following terms and conditions:					
Inspection by CITEM subject to the PENA s/he shall be consid- requested and CITE	ist be made only during office hours to CITEM or as may be specified. Delivery is suf- M-Management Inspection Team and/or the Commission on Audit. Rejected deliver, NLTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY Of dered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of M granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of vables from CITEM. The contractor/supplier must present a Delivery Receipt and Investment.	ies are to be v F DELAY. In c ount of undeliv	withdrawn ase the co of wered porti	and/or replaced imme ontractor/supplier does the TOTAL AMOUNT ion and to deduct the po with the Purchase Orde	idiately. Delay in the del control deliver within the du curiess the contractor/s enalty and liquidated da er upp delivery.	livery is ue date, supplier
Very truly yours.	BUR No. FP1-2	505080	D	Recommended by:	RDES D'MEDI	RAN

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

CONFORME:

MARIA TERESA MATERA for LIT Fashion Consultancy

Name & Signature of Contractor/Suppl

June 02, 2025

may 27, 2025

AMOUNT \$966,141.35

OIC-Chief Controllership

Deputy Executive Director MARJO F. EVIO Department Manager, CBD

Approved by:

Approved by:

ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Golden Shell Pavilion, Roxas Boulevard comer Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines



JO Number:	JoDate	PAGE
2025-0197-R3	05/14/2025	
2025-0197-R3	PR Date: 05/06/2025	2of4

CONTRACTOR/SUPPLIER MARIA TERESA MATERA FOR LIT **DELIVERY TERM FASHION CONSULTANCY** ADDRESS PAYMENT TERM 30 days NK AOYAMA HOMES 413, 2-2-2 NISHI-AZABU, MINATO-KU, TOKYO JAPAN PLACE OF DELIVERY MODE OF PROCUREMENT Overseas Procurement 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 Attend (as needed) scheduled online and/ore physical mentorship **AMOUNT** meetings with the participating fashion brands/designers in coodination 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. c. Buyer Marketing and Promotion •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. d. Liaison and Coordinator • 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. e. Report Writing Provide assessment and identify next steps by submitting a Post-Event Terminal Report detailing delivered undertakings (with documentation TOTAL AMOUNT IN WORDS: Php This order is placed subject to the following terms and conditions: The delivery must be made only during affice 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.

**Recommended by: **Reco MA. LOURDES D. MEDIRAN ATTY. ANNA GRACE I. MARPURI Deputy Executive Director Department Manager, Corporate Services Dept.

MARIA TERESA MATERA for LIT Fashion Consultancy

June 02, 2025

AMOUNT 9966, 141.35

OIC-Chief Controllership

Department Manager, CBD

Approved by: ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR

JOB ORDER

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavillon, Roxas Boulevard comer 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.ctem.com.ph

Name & Signature of Contractor/Supplier

June 02, 2025



JO Number:	JODate	PAGE
2025-0197-R3	05/14/2025	
2025-0197-R3	05/06/2025	30f4

ROMLEAH JULIET P. OCAMPO

EXECUTIVE DIRECTOR

	es indigenem.com.pn @ www.atem.com.ph	PRESENTAL	2025	-0197-R3	05/06/2025	301
	CONTRACTOR/SUPPLIER MARIA TERESA MATERA FOR LI	T DELIVER	Y TERM			
l	ADDRESS FASHION CONSULTANCY			30 days		
l	NK AOYAMA HOMES 413, 2-2-2 NISHI-AZABU, MINATO-KU, TOKYO JAPAN				***************************************	Dominion.
	MODE OF PROCUREMENT Overseas Procurement					
		DATE OF				
	Please provide/furnish this office the requirements listed below subject to the terms and con- International Trade Expositions and Missions (CITEM).	ditions containe	d herein. A	ddress all correspo	andence to the Center	for
	DESCRIPTION	QTY/UN	VIT T	UNIT PRICE	AMOUN	-
	photos and/or articles from promotion activities), observations and recommendations. The terminal report should be submitted no later than one month after the exhibit.			SATTAGE	AMOUN	1
	II. TIMELINE					
	SPECIFICS	Tines				
ı	Procurement/hiring period (c/o CITEM).		ELINE			
ı	Official media launch in Manila of the FASHIONPhilippines	May 202				
ı	Mentorship Program in Milan	May 202	25			
ς	Approval of mentorship curriculum/module, design theme/direction and list of international jury/mentors.	May 20	25		1	
(Call for participation and screening/veeting of applicants.	May 20	25			
	and or sement of the vetted/pre-qualified applicants to the bired	May-June	2025			
ı	Neternational program director and jury/mentors. Selection of fashion brand/designer finalists	way oune	2020			
	Official announcement of the 10-15 selected fashion brands/					
1	designers	June 2	025			
	st phase of the mentorship program with the 10-15 participating	June-Augu	ust 2025			
•	as non brands/designers					
	Announcement of the 3-day exhibition in Milan, Italy	July 20	25			
1	Photoshoot and lookbook layout of the product collections	July 20				
	Sending of lookbook to partners and potential buyers. Participant's pre-departure briefing.	July-Augus	t 2025		á	
	Set-up/ingress at the gallery in Milan, Italy	Septembe	r 2025			
	:Xhibit proper and mentoring sessions (2nd phase) with interest	20-21 Sept	tember:	2025	4	
	xhibit proper and mentoring sessions (2nd phase) with international rogram director jury/mentors in Milan, Italy.	22-25 Sept	ember 2	2025		
	submission of post-event report and documentation.	October 20	025			
	TOTAL AMOUNT IN WORDS:				Dho	
	This order is placed subject to the following terms and conditions:				Php	
	The delivery must be made only during affice hours to CUTEM or so may be excelled.					
-	The delivery must be made only during office hours to CITEM or as may be specified. Delivery is su inspection by CITEM-Management Inspection Team and/or the Commission of Audit Delivery is su					
**	inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliver subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY of shall be considered in default and will be liable to pay A COURDATED DAMAGES for the	ries are to be with	hdrawn and/	or replaced immedia	ately. Delay in the delive	ary is
1	s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of	F DELAY. In case	e the contra	ctor/supplier daes no	ot deliver within the due	date,
	THE PAY CHOULDAIGH IN THE SMOUNT A	4.6	m # 44	Marie Marie a marie a construction		
ţ	requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the am from any of its receivables from CITEM. The contractor/supplier authorizes CITEM to deduct the am	ount of undeliver	ed portion a	nd to deduct the pen	alty and liquidated dami	agas
	from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Inv	roice or Official R	eceipt with t	he Purchase Order	upon divery.	
	Very truly yours, BUR No. $\neq P1-23$	2020800	Rec	ommended by:	UMM	
-	ATTV ANINIA ODAOET MANERALIA			personal distribution of the state of the st	DES D. MEDIR	200000000000000000000000000000000000000
	Department Manager, Corporate Services Dept. DATE May 2	4,2025		peputy E	xecutive Directo	п
	Department Manager, Corporate Services Dept. CONFORME: DATE May 2: AMOUNT 9766,	41.35		MAN Departme	EVIO ent Manager, CB	D
	MARIA TERESA MATERA for LIT Fashion	01	Appr	oved by:	W	
	1 III 12					

OIC-Chief controllership



AMOUNT

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Golden Shell Pavilion, Roxas Boulevard comer Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manita, Philippines



QTY/UNIT

JO Number: 2025-0197-R3

TODate 05/14/2025

40f4

(632) 831-2201 to 09 ext. 218 💆 (632) 831-1368, 832-3965 info@citem.com.ph # www.citem.com.ph

PR No.: 2025-0197-R3

PR Date: 05/06/2025

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

ADDRESS

III. TERMS OF PAYMENT

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

DESCRIPTION

For the services rendered, the International Fashion Industry Specialist

MODE OF PROCUREMENT Overseas Procurement

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

UNIT PRICE

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).

shall received a total of (EUR15,500.00). CITEM Specialist in three tranc deliverables:	If will pay the Inte	ed and Five Hundred Euros ernational Fashion Industry ssion of the following	
Activities	Percentage	Deliverable/s	
Participant Campaign	40%	Upon submission of the list	of vetter

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

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

Php966,141.35

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Very truly yours,

BUR No. FP1 - 25050800

BUR No. FP1 - 25050800

MA. LOURDES D. MEDIRAN

ATTY. ANNA GRACE I MARPURI

Department Manager, Corporate Services Dept.

CONFORME:

MARIA TERESA MATERA for LIT Fashion

Consultancy

June 02, 2025

Deputy Executive Director

Approved by:

ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR

OIC-Chief Controllership

MEMORANDUM

FOR

LEAH PULIDO OCAMPO

Executive Director

FROM

ANNA MARIE ALZONAM

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.