

# 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:  
**2025-0041R1**  
PR No.:  
**2025-0041R1**

JO Date  
**1/28/2025**  
PR Date:  
**1/22/2025**

PAGE  
**1 of 5**

CONTRACTOR/SUPPLIER **BCreative Inc.**  
ADDRESS **Carmel V Subd., Tandang Sora, Quezon 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 SUBJECT-MATTER EXPERT AGENCY FOR CREATE PHILIPPINES 2025 NAVIGATE THE TOURING CIRCUIT CAPACITY-BUILDING PROGRAM PHASE II DETAILED SCOPE OF WORK: A. Pre-Workshop Preparations a. Design a 2-leg training program on the following topics: i. Pitching Strategies for Specific Audiences (i.e. Performing Arts Clients) ii. Market Research and Engagement b. Design training decks and practical workshop activities capturing the above-mentioned topics c. Design worksheets to supplement the training sessions d. Seek the approval of CITEM and CCP (through online or onsite) on the totality of the design of the training program (including decks, worksheets and other supplementary materials) e. Identify the names of the speakers/facilitators that will join the in-person or digital training sessions and provide their press photo for CITEM's campaign material production			<b>Php595,000.00</b>

TOTAL AMOUNT IN WORDS:

Php

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

BUR No. **CMP-25010149**  
DATE **1/30/2025**  
AMOUNT **595,000**

Recommended by:  
**MARJO F. EVIO**  
Department Manager III, SBD

CONFORME:

**Jocel Isidro Dilao**  
Name & Signature of Contractor/Supplier  
Date \_\_\_\_\_

Funds Available  
**MALERNA C. BUYAO**  
Chief Controllership

Approved by: **LEAH PULIDO OCAMPO**  
Executive Director

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CONTRACTOR/SUPPLIER **BCreative Inc.**

ADDRESS **Carmel V Subd., Tandang Sora, Quezon 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
<b>B. Workshop Proper</b>  a. Conduct the 2-day in-person training program at the Philippine Trade Training Center on January 30-31, 2025 for Leg 1 and at the assigned venue on March 14-15, 2025 for Leg 2.  b. Tackle the two (2) above-mentioned topics  c. In cases where CITEM could not secure the venues, conduct the 2-day session (lecture and mentorship) via an online platform such as Zoom or a similar videoconferencing app or website (e.g. Google Meet, Viber, etc.) with participants.  d. Provide the participants the digital copies of the training decks presented  e. Allow CCP/CITEM and the regional partners to record the training session either for documentation or campaign material production.  <b>C. Post-Workshop Activities</b>  a. Submit a post-event report of the whole roadshow series containing insights, suggestions, and way forward  b. Provide certification of participation to training participants by request			

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Ph

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Very truly yours,

**ATTY. ANNA GRACE T. MARPURI**

Department Manager III, CSD

CONFORME:

*Joel Isidro Dilag*  
Name & Signature of Contractor/Supplier  
Date

BUR No. CMP-2501049

DATE 1/30/2025

AMOUNT 595,000

Funds Available:

*Ma. C. Buyao*

Chief Controllership

Recommended by:

*MARJO F. EVIO*

Department Manager III, SBD

Approved by:

*LEAH PULIDO OCAMPO*

Executive Director



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ADDRESS **Carmel V Subd., Tandang Sora, Quezon City**  
MODE OF PROCUREMENT **Small Value Procurement**

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<b>Roles/Responsibilities of the Contractor/Supplier/Service Provider</b> A. Cover the Professional Fee of the subject-matter expert agency B. Arrange transportation and lodging of the subject-matter expert agency, if necessary C. Print worksheets and other worksheet materials for 100 pax D. Attend pre-event alignment meetings with the CREATEPhilippines team, at least one (1) post-event debriefing meeting after each legs, and other meetings that may be called for by CITEM E. Promote the activity and CREATEPhilippines among its network F. Engage in interviews intended for promotion, if necessary G. Should there be any clause left unclear, the Service Provider should adhere to CITEM' s guidelines and decision  <b>Roles/Responsibilities of Center for International Trade Expositions and Missions</b> A. Provide one specific coordinator for the project B. Provide a conducive venue to host the workshop C. Market the event through existing promotion channels and network of the agency			

TOTAL AMOUNT IN WORDS:

Php

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

BUR No. CMD-25010149  
DATE 1/30/2025  
AMOUNT 595,000

Recommended by:  
  
**MARJO F. EVIO**  
Department Manager III, SBD

CONFORME:

  
**Leah Pulido Ocampo**  
Name & Signature of Contractor/Supplier  
Date \_\_\_\_\_

Funds Available:  
  
**Malerna C. Buyao**  
Chief Controllorship

Approved by:  
  
**LEAH PULIDO OCAMPO**  
Executive Director

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
D. Ensure regular coordination with the Subject-Matter Expert Agency to ensure the smooth implementation of the workshop components			
E. Finalize Program Flow and script			
F. Provide food and refreshments for the program facilitator/s during the 2-day workshop			
G. Handle collection of participants' feedback/evaluation forms			
H. Lead onsite participant management			
I. Schedule a post-event evaluation meeting			
J. Timely processing of payment to the Subject-Matter Expert Agency			
Terms of Payment			
% of Payment and DELIVERABLES			
20% - CITEM-Approved Training Program Proposal for the Navigate the Touring Circuit Capacity-Building Program			
35% - Conduct of the first leg			
35% - Conduct of the second leg			
10% - Post-event Report/Final Accomplishment Evaluation of Workshops			
100%			

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,  
**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

CONFORME:

**Joel Isidro Dilag**  
Name & Signature of Contractor/Supplier  
Date

BUR No. **CMD-25010149**  
DATE **1/30/2025**  
AMOUNT **595,000**

Funds Available:  
**Malerna C. Buyao**  
Chief Controllorship

Recommended by:  
**MARJO F. EVIO**  
Department Manager III, SBD

Approved by:  
**LEAH PULIDO OCAMPO**  
Executive Director



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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
Off-Setting, Penalties, or Deductions			
Inability of the Subject-Matter Expert Agency to conduct the 2-day training program 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. However, should the failure to conduct the training be caused by circumstances beyond the reasonable control of the Subject-Matter Expert Agency, including but not limited to force majeure events, the sessions shall be rescheduled to a mutually agreed upon date.			

TOTAL AMOUNT IN WORDS: **FIVE HUNDRED NINETY-FIVE THOUSAND PESOS**

Php 595,000.00

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**1/30/2025**

AMOUNT

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MARJO E. EVIO

Department Manager III, SBD

Approved by:

LEAH PULIDO OCAMPO

Executive Director

Funds Available:

MALERNA C. BUYAO

Chief Controllership