



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



2025-0041R1

1/28/2025

PR No

PR Date:

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PAGE

	⊠ info@atem.com.pri	MARCHANILLE	2025-0041R1	1/22/2025			
CONTRACTOR/S	UPPLIER BCreative Inc.	DELIVER	Y TERM				
ADDRESS Carmel V Subd., Tandang Sora, Quezon City		PAYMENT TERM 30 days					
ADDRESS			F DELIVERY				
MODE OF PROCU	UREMENT Small Value Procurement	DATE OF DELIVERY					
	sh this office the requirements listed below subject to the terms and Expositions and Missions (CITEM).	conditions contained	ed herein. Address all corres	pondence to the Center	for		
	DESCRIPTION	QTY/U	NIT UNIT PRICE	AMOUNT	F		
HIRING OF SUE	BJECT-MATTER EXPERT AGENCY FOR CREA	TE		Php595,000	0.00		

HIRING OF SUBJECT-MATTER EXPERT AGENCY FOR CREATE	Php595,000.00
PHILIPPINES 2025 NAVIGATE THE TOURING CIRCUIT	
CAPACITY-BUILDING PROGRAM PHASE II	
DETAILED SCOPE OF WORK:	
A. Pre-Workshop Preparations	
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	

					_	
This order is	placed s	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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 11/0 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, of the TOTAL AMOUNT unless the contractor/supplier s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of 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

TOTAL AMOUNT IN WORDS:

CONFORME:

Funds Available

MALERNA C. BUYAO

Chief Controllership

Department Manager III, SBD

Php

Approved by: LEAH PULIDO OCAMPO

**Executive Director** 



CITEM.STR.FR.006



CONFORME:

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Golden Shell Pavillion, 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:

JO Dātē 2025-0041R1 1/28/2025

Department Manager III, SBD

Approved by:

proved by: LEAH PULIDO OCAMPO

**Executive Director** 

PR No.: 2025-0041R1

PR Date: 1/22/2025 2of5

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		2023-0041111	1/22/2025
CONTRACTOR/SUPPLIER BCreative Inc.  ADDRESS Carmel V Subd., Tandang Sora, Quezon City	DELIVERY T	30 days	
MODE OF PROCUREMENT Small Value Procurement	DATE OF D		
Please provide/furnish this office the requirements listed below subject to the terms and conditional Trade Expositions and Missions (CITEM).	ions contained I	herein. Address all correspo	ndence to the Center for
DESCRIPTION	QTY/UNI	T UNIT PRICE	AMOUNT
3. Workshop Proper			
a. Conduct the 2-day in-person training program at the Philippine Trade			d
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.			
C. Post-Workshop Activities			
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			
b. Frontie ocialisation of participation to training participation by request			
TOTAL AMOUNT IN WORDS:			Phi
This order is placed subject to the following terms and conditions:			
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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			
s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount			
requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the an	nount of undeliver	red portion and to deduct the p	analty and liquidated damages
from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and In			ar upon delivery.
Very truly yours, ATTY. ANNA GRACEY. MARPURI  Department Margaret III. CSD.  Department Margaret III. CSD.	2501049	Recommended by:	
Department Marrager III, CSD	2025	MARJOF EVI	0
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AMOUNT?

Funds Available: Malerna C. Buyao

Chief Controllership



CITEM.STR.FR.006

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PR Date: 1/22/2025 3of5

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CONTRACTOR/SUPPLIER BCreative Inc.	DELIVERY	Y TERM			
ADDRESS Carmel V Subd., Tandang Sora, Quezon City	PAYMENT	TERM			
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MODE OF PROCUREMENT Small Value Procurement	DATE OF I	DELIVERY			
Please provide/furnish this office the requirements listed below subject to the terms and condi- International Trade Expositions and Missions (CITEM).	tions contained	d herein. Add	tress all correspo	ndence to the Cente	er for
DESCRIPTION	QTY/UN	IIT	UNIT PRICE	AMOU	NT
Roles/Responsibilities of the Contractor/Supplier/Service Provider					
A. Cover the Professional Fee of the subject-matter expert agency					
3. Arrange transportation and lodging of the subject-matter expert agency,					
if necessary					
2. 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					
Engage in interviews intended for promotion, if necessary					
6. Should there be any clause left unclear, the Service Provider should					
adhere to CITEM's guidelines and decision					
Roles/Responsibilities of Center for International Trade Expositions					
and Missions					
A. Provide one specific coordinator for the project					
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	
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 s					
inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliversubject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY					
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from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and I					
ATTY. ANNA GRACE I. MARPURI	-250101	149 Re	commended by:		
ATTY, ANNA GRACE I. MARPURI	2225		, ANN		

CONFORME:

Department Manager III, CSD

Funds Available:

Malerna C. Buyao Chief Controllership

AMOUNT 595, 000

MARJOF EVIO

Approved by:

LEAH PULIDO OCAMPO

**Executive Director** 

Department Manager III, SBD





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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) 831-388, 832-3965



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CONTRACTOR/SU ADDRESS Car	DIPPLIER BCreative Inc. mel V Subd., Tandang Sora,	Quezon City	PAYMEN	RY TERM.			***********
MODE OF PROCUREMENT Small Value Procurement DATE OF DELIVERY							
	h this office the requirements listed below su xpositions and Missions (CITEM).	ubject to the terms and	conditions contain	ed herein. A	Address all corres	spondence to the Cente	r for
	DESCRIPTION		QTY/U	INIT	UNIT PRICE	E AMOUN	NT
). Ensure regular	coordination with the Subject-Matter	r Expert Agency to	)				
ensure the smo	oth implementation of the workshop	components					
E. Finalize Program	m Flow and script						
Provide food and	d refreshments for the program facil	litator/s during the					
2-day workshop							
3. Handle collection	on of participants' feedback/evalua	ation forms					
H. Lead onsite par	ticipant management						
	event evaluation meeting						
	ng of payment to the Subject-Matter	Expert Agency					
erms of Payme							
1.5	and DELIVERABLES						
	roved Training Program Proposal fo	or the Navigate the					
0.3		i the ivavigate the					
Touring Circ	cuit Capacity-Building Program						
35% - Conduct of	the first leg						
35% - Conduct of	the second leg						
0% - Post-event	Report/Final Accomplishment Evalu	uation of Workshop	os				
00%							
TOTAL AMOUNT II	N WORDS:					Php	
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	ne made only during office hours to CITEM or as Management Inspection Team and/or the Comm						
subject to the PENALT	Y of 1/10 of 1% of the TOTAL VALUE	of this ORDER for EACH	DAY OF DELAY. In	case the co	ntractor/supplier do	oes not deliver within the	due date,
	ad in default and will be liable to pay LIQUIDAT					INT unless the contracto	STATE OF THE STATE
	granted an extension. The contractor/supplier au oles from CITEM. The contractor/supplier must p						damages
Vanctarly varies	0 . /						
Very truly yours, ATTY, ANNA C	GRACE I. MARPURI	BUR NO.	np-25010. 130/2025	//	Recommended	Na	
Department Man		DATE //	70/2025	1	MARJOF.	VIO	

CONFORME:

Funds Available:

Chief Controllership

MARJOF. EVIO

Department Manager III, SBD

Approved by:

proved by: LEAH PULIDO OCAMPO

**Executive Director** 



## JOB ORDER



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

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2025-0041R1|1/28/2025

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DATE OF DELIVERY

PR No 2025-0041R1|1/22/2025

BCreative Inc. CONTRACTOR/SUPPLIER

Carmel V Subd., Tandang Sora, Quezon City

MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM 30 days PAYMENT TERM PLACE 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
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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Department Manager III

CONFORME:

MARJO E EVIO

Department Manager III, SBD

Funds Availal

LEAH PULIDO OCAMPO

**Executive Director**