



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Gen. G. J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 T: (632) 831-2201 to 03 ext. 218 F: (632) 831-1368, 832-3865
 E: info@citem.com.ph www.citem.com.ph



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PR NO.	2025-0125 R1	PR Date	2/20/2025	

CONTRACTOR/SUPPLIER: **PATTI CARPENTER**
 ADDRESS: **New York**
 MODE OF PROCUREMENT: **Overseas 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 US MARKET SPECIALIST FOR HIGH POINT MARKET 2025			USD8,000.00 or PHP462,904.00

DETAILED SCOPE OF WORK:

The US Market Specialist for High Point Market will be engaged February to April 2025 to deliver the following scope of work:

I. ITINERARY DEVELOPMENT

- * Identify specific showrooms to tour and visit throughout the duration of the mission. The showrooms should resonate with the participating companies' products and target buyers.
- * Identify panel discussions, talks, and events that are relevant to the Philippine delegation members.
- * Conduct a briefing to discuss the delegation of the layout of the city of High Point and the Market overview prior to the visit.

II. VENUE SCOPING

- * Identify at least 3 possible venues for the mission activities, conduct ocular activities, and attend meetings with venue managers.
- * Provide recommendation of the most suitable space within the budget of CITEM.

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, she 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 III, CSD

BUR No. HPM-25030320
 DATE March 04, 2025
 AMOUNT USD 8,000.00 or PHP 462,904.00

Recommended by:

 MARJORIE E. EVISIO
 Department Manager III, SBD

CONFORME:

 PATTI CARPENTER
 2/20/25

Funds Available:

 WILMA G. DULAY

Approved by:

 ROM LEAH JULIET P. OCAMPO
 Executive Director

JOB ORDER

CITEM.STR.FR.008

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
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CONTRACTOR/SUPPLIER PATTI CARPENTER	DELIVERY TERM
ADDRESS New York	PAYMENT TERM 30 days
MODE OF PROCUREMENT Overseas Procurement	PLACE OF DELIVERY
	DATE OF DELIVERY

Please provide/furnish the office the requirements stated 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
* Secure space approved by CITEM to serve as venue for the delegation for meetings, networking, and other possible activities.			
III. BUSINESS-TO-BUSINESS MEETINGS			
* Review lineup of participating companies.			
* Identify not less than ten (10) buyers/showrooms and arrange and schedule B2B meetings with participating companies of the Philippine delegation.			
TERMS OF PAYMENT:			
a. Milestones			
* Business Mission Itinerary			
* List of Showroom Owners/ Buyers			
Deliverables			
* Upon submission and approval of the proposed itinerary and the list of target showroom owners/buyers participating in the B2B activities			
% of Payment			50%
b. Milestones			
* Business Mission Proper			

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,
 ATTY. ANNA GRACE I. MARPURI
 Department Manager III, CSO
 CONFORME **PATTI Y. CARPENTER**
P. Carpenter
 Name & Signature of Contractor/Supplier

BUR No. H114-15030320
 DATE March 06, 2025
 AMOUNT PHP 8,000 - on PR 462,904 -
 Funds Available WILMA G. DULAY

Recommended by:
M. E. E. E. E.
MARCO F. EVIO
 Department Manager III, SBD
 Approved by:
R. P. O. C.
ROMLEAH JULIET P. OCAMPIC
 Executive Director

JOB ORDER

CITEM STR.FR.000



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Seal Division, Room 3101/3102 corner 5th - 6th Floor, Ruptal Avenue
 1300 Pasay City, Metro Manila, Philippines
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CONTRACTOR/SUPPLIER **PATTI CARPENTER**
 ADDRESS **New York**
 MODE OF PROCUREMENT **Overseas Procurement**

DELIVERY TERM
 PAYMENT TERM
 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
Deliverables			
* Upon completion of the deliverables for the business mission and the submission of report			
% of Payment	50%		
RISK PROTECTION AND MANAGEMENT:			
The inability of the US Market Specialist to provide the services/deliverables shall correspond to deductions from the total amount of payment equivalent to at least 10%.			
INCIDENTAL:			
If the activity is cancelled due to unforeseen circumstances or force majeure, the contract may be extended until the next participation where the same approved deliverables will be implemented, or the contract shall be paid prorated based on the accomplished deliverables stipulated in terms of payment. Extension of contract shall not incur any additional payment to hired US Market Specialist			
EIGHT THOUSAND US DOLLARS			USD8,000.00 or

TOTAL AMOUNT IN WORDS: FOUR HUNDRED SIXTY-TWO THOUSAND NINE HUNDRED FOUR PESOS Php462,904.00

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Very truly yours,
 ATTY. ANNA GRACIEL MARPURI
 Department Manager III, CSO
 CONFORME: **PATTI Y. CARPENTER**
P. Carpenter
 Name & Signature of Contractor/Supplier

BUR No. 11764 - 2503 0320
 DATE February 06, 2025
 AMOUNT PHP 462,904 -
 Funds Available
WILMA G. DULAO

Recommended by:
MARJO F. EVIO
 Department Manager III, SBO
 Approved by:
ROMLEAH JULIET P. OCAMPO
 Executive Director

MEMORANDUM


FOR : **LEAH PULIDO OCAMPO**
Executive Director 
FROM : **ANNA MARIE ALZONA** 
Division Chief, Creative Goods
DATE : 04 April 2025
SUBJECT : **Request to Adjust Period of Engagement for the Hiring of US
Market Specialist for OBM High Point 2025**

This is to request an adjustment to the period of engagement for services related to the Hiring of US Market Specialist for the DESIGNPhilippines Outbound Business Mission in High Point Market 2025 from **February – May 2025 to March – May 2025** due to the delayed issuance of Notice of Award. However, Ms. Patti Carpenter has committed to delivering all required deliverables despite the shortened timeframe.

For your consideration.

Thank you.