

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: 2024-0088	JO Date: 03/25/2024	PAGE 1/5
PR No.: 2024-0088	PR Date: 02/16/2024	

CONTRACTOR/SUPPLIER OPEN STUDIO DESIGN SERVICES	DELIVERY TERM
ADDRESS 6F Stanisco Tower, 999 Pedro Gil Street, Ermita Manila	PAYMENT TERM
MODE OF PROCUREMENT Small Value Procurement	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
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HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR HOME AND LIGHTING OF MANILA FAME OCTOBER 2024 **Php910,000.00**

SCOPE OF WORK:

Manila FAME October 2024

I. Product Development/ Selection Program

- Oversee the product development program of 25 participating companies for Manila FAME in October 2024 with a minimum of 8 new designs per company, with a total of 150 new designs.
- Conduct 2 to 3 consultations through virtual or physical meetings and/or factory visits regarding product development/enhancement/selection/mix to each participating company within the work calendar/engagement; and shoulder the personal travel (airfare and accommodation) expenses required for the visit, as follows:
 - Initial consultation meeting to provide product design and development direction;
 - Initial prototype inspection to review and evaluate product samples and prototypes;
 - Final prototype inspection to review developments in product samples and prototypes and to finalize collections for display at the special setting.
- Must be able to conduct product selection / final line selection of each participating company while taking into consideration equal product representation of companies, and must physically curate, identify, and purchase props/visual merchandising props for the Manila FAME October 2024 Design Commune (home and lighting sector) setting. Must coordinate with CITEM Exhibition Design Division and, if necessary, the hired contractor for the construction of the design commune (Home and Lighting sector) and other set up requirements for the setting.
- Develop specifically market-targeted capsule collections for participating companies. The products to be developed shall target overseas markets, particularly buyers from the US, Asia, and Europe markets being the consistent and biggest buyer arrivals of Manila FAME.

Likewise, products developed targeting particular markets may be shown as standalone collections should any of the participating companies also join overseas trade shows.

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department

CONFORME:

Gabriel E. Lichauco
GABRIEL E. LICHAUCO
 Name & Signature of Contractor/Supplier

APRIL 5, 2024
 Date

BUR No. **MF-24040357**

DATE **APRIL 01, 2024**

AMOUNT **Php910,000.00**

Funds Available:
Malerna C. Buyao
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:
Marjo F. Evio
MARJO F. EVIO
 OIC-DM, OG 1 B

Approved by:
Ma Lourdes D. Mediran
MA. LOURDES D. MEDIRAN
 Deputy Executive Director

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5. Should the product development specialist be unable to serve the sector/market they are assigned to due to unforeseen circumstances or force majeure, and other factors beyond their control (e.g. no applicants), he/she shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary.

Below are the alternative deliverables that may be suggested or negotiated with the product development specialist should there be any unforeseen circumstances that will arise which will hinder the successful delivery of the project/s:

Conditions	Actions	Remarks
1. No Applicants	Cancelled Contract	CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case when there are no interested sign-ups, CITEM shall formally inform the product development specialist and release him/her from the contract.
2. If CITEM does not meet the target no. of companies	CITEM may allow the product design specialist to provide design services to the equivalent number of unserved participants from a different market/ sector to meet their own targets, as long as the other product design specialist's deliverables shall not be affected.	Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different sectors/markets.
3. If the product design specialist does not meet the minimum no. of companies to be served	CITEM will compensate the product design specialist based on the actual number of companies they served.	For example: Total rate for 25 companies: Bidder amount + 25 companies If the product design specialist was only able to serve 20 companies, he/she is entitled to the payment of (Bidder amount + 25 companies) x 20 companies
4. If the product design specialist does not meet the minimum number of new product designs per company	CITEM will compensate the product design specialist based on the actual number of companies served and the actual number of product designs he/she developed	For example: Total rate per company computation: Bidder amount + 25 companies 6 designs minimum (per company)

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department

BUR No. MF-24040257
 DATE APRIL 01, 2024
 AMOUNT **Php910,000.00**

Recommended by:

MARJO F. EVIO
 OIC-DM, DG 1 b

CONFORME:

GABRIEL E. LICHAUCO
 Name & Signature of Contractor/Supplier

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

APRIL 5, 2024
 Date

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<p>6. Should there be a need for assistance in the curation of product photos in the "Design Commune" tab of the FAME+ website, the product design specialist should provide guidance and instructional materials to the CITEM Communication and Creative Services Department.</p> <p>II. Brand Ambassadorship</p> <p>Act as Manila FAME Ambassador with the following specific roles:</p> <ul style="list-style-type: none"> a. Headline Manila FAME in local and international marketing and promotion initiatives of CITEM which include features, interviews, and photos for all forms of mass media such as broadcast (television and radio), print (broadsheets, magazines, social media, and other print collateral), and digital (emails, websites, blogs, and other internet-based media); b. Engage in CITEM's public and media relations activities intended for the promotion of Manila FAME such as but not limited to courtesy calls, launches, and press conferences, when invited; c. Participate in any designers' online panel discussions, talks, conferences, and webinars (if any) initiated by CITEM for Manila FAME 2024. <p>III. Report writing and other requirements:</p> <ul style="list-style-type: none"> a. Submit design concepts and/or any additional documents in support of payments made by CITEM; Submit photos and/or articles of promotion activities and online events attended by the Product Design Specialist. b. Provide assessment and identify next steps by submitting a Post-Event Terminal Report detailing delivered undertakings, observations, and recommendations for succeeding Manila FAME editions. The terminal report should be submitted no later than one month after the show. 			

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department

CONFORME:

GABRIEL E. LICHAUCO
 Name & Signature of Contractor/Supplier

APRIL 5, 2024
 Date

BUR No. MF-24040357

DATE April 01, 2024

AMOUNT **Php910,000.00**

Funds Available:
MALERNA C. BUAYO
 Chief, Controllership Division

Recommended by:
MARJO F. EVIO
 OIC-DM, OG 1 b

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



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PROGRAM OF ACTIVITIES

ACTIVITIES	TIMELINE
Submission of Proposed Theme/Concept	3 weeks after the signing of Job Order/Contract
Program Orientation and Initial Round of Visits/Consultations: One-on-one meetings with participating companies	April – June 2024
Sending of rendered/additional designs to the companies	
2nd Round of Visits/Consultations and Inspection of prototype progress	July – September 2024
Ingress - Curation/ Visual Merchandising at the Manila FAME Special Setting	16 October 2024 (Time of reporting to be agreed with assigned CITEM coordinator/EDD)
Fair Proper - Supervision at the Manila FAME special setting - Home, Fashion, and Lifestyle Shoot	17 – 19 October 2024
Evaluation - Assessment and Next steps - Report-writing and submission	November 2024

PERIOD OF ENGAGEMENT : The Product Design Specialist will be engaged from the signing of the Job Order/Contract to November 2024.

CONTRACTED PRICE

Professional Fee

Design Fee of 1 Product Designer for Home and Lighting	PhP 860,000.00
Identification and purchase of props/Visual Merchandise Props	PhP 50,000.00 (subject to submission of receipts. Non expendable items will be owned by CITEM and turned over to the CITEM Property Unit)
Total Contracted Price	PhP 910,000 (inclusive of domestic travel expenses, props needed for virtual merchandising/curation and all applicable taxes)

TOTAL AMOUNT IN WORDS: _____ Php

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ATTY. ANNA GRACE T. MARPURI
 OIC-DM, CS Department
 CONFORME:

Gabriel E. Lichauco
GABRIEL E. LICHAUCO
 Name & Signature of Contractor/Supplier

APRIL 5, 2024
 Date

BUR No. WF-24040357

DATE APRIL 01, 2024

AMOUNT **PhP910,000.00**

Funds Available:

Chaw Buvao
MALERNA C. BUVAO
 Chief, Controllership Division

Recommended by:

Marjo F. Evio
MARJO F. EVIO
 OIC-DM, OG 1 b

Approved by:

Ma Lourdes D. Mediran
MA. LOURDES D. MEDIRAN
 Deputy Executive Director

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Payment Schedule

Payment shall be made in the following schedule:

- 30% - upon submission of the concept, theme, design direction, and workplan to CITEM.
Deliverables: Concept/Theme and Workplan Proposal
- 30% - upon submission of preliminary product development designs to CITEM and the participating companies
Deliverables: Initial Design drawings/sketches for the assigned companies
- 30% - upon submission of the prototype progress report of each participating company
Deliverables: Photo documentation of the prototypes progress and/or prototype/s developed
- 10% - upon on-site curation in Manila FAME and submission of Manila FAME October 2024 post-event evaluation report
Deliverables: Submission of Manila FAME October 2024 post-event evaluation report including photo documentation of curated setting.

Corresponding Deductions/Penalties:

Inability of the Product Design Specialist to provide assistance to the approved number of companies engaged shall correspond to deductions from the total amount of payment. Total value of deduction will be computed based on the disparity between actual number of companies assisted and approved number of companies.

Incidental

If the event is cancelled due to unforeseen circumstances or force majeure, the contract may be extended until the next event where the same approved concept shall be implemented, or the contract shall be paid prorated based on the accomplished deliverables stipulated in the terms of payment. Extension of contract shall not incur any additional payment to hired Product Design Specialist

TOTAL AMOUNT IN WORDS: Nine Hundred Ten Thousand Pesos **Php 910,000.00**

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 OIC-DM, CS Department
 CONFORME:

Gabriel E. Michauco
GABRIEL E. MICHAUCO
 Name & Signature of Contractor/Supplier

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Funds Available:
Malerna C. Buyao
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

Marjo F. Evio
MARJO F. EVIO
 OIC-DM, OG 2 & 6

Approved by:

Ma. Lourdes D. Mediran
MA. LOURDES D. MEDIRAN
 Deputy Executive Director