



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:
2020-0070
PR No.:
2020-0227

JO Date:
10/02/2020
PR Date:
07/10/2020

PAGE
1/6

CONTRACTOR/SUPPLIER AT EAST, INC. (ANDRE JUDD LU CHANG)
 ADDRESS 3F 4726 Eduque Street, Brgy.Poblacion, Makati City
 MODE OF PROCUREMENT SMALL VALUE 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
HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR FASHION - MANILA FAME DTCP OCTOBER 2020			Php356,250.00
SCOPE OF WORK:			
A. Product Development/Selection Program			
1. Conduct 2-3 consultation meetings regarding product development/ enhancement/selection/mix to each participating company within the work calendar/engagement and through the appropriate CITEM coordinator. 2. Oversee the product development program of *10 - 15 fashion companies in the Manila FAME DTCP with each company to develop a minimum of 6 new products from the product development. <i>*Target no. of companies: 15 Minimum no. of companies: 10</i> 3. Lead the creative collaboration between each company through virtual/online or face to face meetings (if possible): a. Initial consultation meeting to provide product design and development direction; b. Initial prototype-inspection to review and evaluate product samples and prototypes; and c. Final prototype-inspection to review developments in product samples and prototypes and to finalize collections for presentation at the Manila FAME DTCP special setting; 4. Provide assessment and identify next steps by submitting a comprehensive post- event terminal report detailing delivered undertakings, observations, and recommendations for succeeding Manila FAME DTCP events. 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,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division
 CONFORME:

Andre Judd Lu Chang
 Name & Signature of Contractor/Supplier
 October 22, 2020
 Date

BUR No. MFO-20100632
 DATE 10/06/2020
 AMOUNT Php356,250.00
 Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1
 Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director



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JO Number: 2020-0070	JO Date: 10/02/2020	PAGE 2/6
PR No.: 2020-0227	PR Date: 07/10/2020	

CONTRACTOR/SUPPLIER AT EAST, INC. (ANDRE JUDD LU CHANG)
 ADDRESS 3F 4726 Eduque Street, Brgy.Poblacion, Makati City
 MODE OF PROCUREMENT SMALL VALUE PROCUREMENT

DELIVERY TERM _____
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 DATE OF DELIVERY _____

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR FASHION - MANILA FAME DTCP OCTOBER 2020			
B. Brand Ambassadorship			
<ol style="list-style-type: none"> Uphold the image of Philippine design and craftsmanship among local and international buyers as well as other partners and stakeholders both from public and private sectors. Headline Manila FAME DTCP in local and international marketing and promotion initiatives which includes features, interviews, and portraits for digital media such as emails, websites, blogs, and other internet-based media. Engage in public and media relations activities intended for the promotion of Manila FAME DTCP such as but are not limited to courtesy calls, press interviews, and/or conferences. Participate in designer's online panel discussions, talks, conferences and webinars (if any) for the Manila FAME DTCP. Submit photos and/or articles of promotion activities and online events attended 			
C. Other Requirements			
<ol style="list-style-type: none"> Submit design concepts and/or any additional online documents/files such as digital/scanned sketches, PowerPoint presentations, demo video recordings, screenshots or recording of virtual meetings via zoom, skype, and other video/call conferencing apps in support of payments made by CITEM. 			

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division
 CONFORME:
Andre Judd Lu Chang
 Name & Signature of Contractor/Supplier
 October 22, 2020
 Date

BUR No. MFO-20100632
 DATE 10/06/2020
 AMOUNT PHP358,250.00
 Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1
 Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director



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2020-0070
PR No.:
2020-227

JO Date:
10/02/2020
PR Date:
07/10/2020

PAGE
3/6

CONTRACTOR/SUPPLIER **AT EAST, INC. (ANDRE JUDD LU CHANG)**
 ADDRESS **3F 4726 Eduque Street, Brgy.Poblacion, Makati City**
 MODE OF PROCUREMENT **SMALL VALUE 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
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HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR FASHION - MANILA FAME DTCP OCTOBER 2020

- Enter into a separate agreement with companies regarding intellectual property, ownership, royalties and/or other special agreements of the products developed; Will not hold CITEM responsible for any issue that may arise pertaining to agreements with companies regarding intellectual property, ownership, royalties and/or other special agreements.

PROGRAM OF ACTIVITIES

ACTIVITY	DATE
Initial round of product development consultations – one-on-one online meetings with participating companies	September 2020
Sending of rendered/additional designs to the companies	
Final round of online product development consultation meetings - Final inspection of prototypes - Line review	1 st week October 2020
Product Pictorial for the Manila FAME DTCP	15 October 2020
Manila FAME DTCP Event Proper - Participate in designer's online panel discussions, talks, conferences and webinars - Attend online press interviews and/or conferences as warranted	

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. MFO-20100632
 DATE 10/06/2020
 AMOUNT Php356,250.00

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1

CONFORME:

Andre Judd Lu Chang
 Name & Signature of Contractor/Supplier
 October 22, 2020
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

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		2020-0070	10/02/2020	
		PR No.:	PR Date:	
		2020-227	07/10/202	

CONTRACTOR/SUPPLIER AT EAST, INC. (ANDRE JUDD LU CHANG) ADDRESS 3F 4726 Eduque Street, Brgy.Poblacion, Makati City MODE OF PROCUREMENT SMALL VALUE PROCUREMENT	DELIVERY TERM _____ PAYMENT TERM _____ PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
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HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR FASHION - MANILA FAME DTCP OCTOBER 2020

PROGRAM OF ACTIVITIES

ACTIVITY	DATE
Evaluation - Evaluation/assessment and next steps - Report-writing and submission	November 2020

PERIOD OF ENGAGEMENT

The Product Development Design Specialist for Fashion will be engaged from the date of Notice of Award to November 2020.

BUDGET AND MODE OF PAYMENT

I. Professional Fee

Budget for hiring services of the Product Development Design Specialist for fashion is **Php356,250.00 inclusive of all taxes** to be charged to CITEM budget for Manila FAME October 2020.

Payment shall be made on the following schedule:

- 50% - upon submission of the preliminary product development designs for the assigned fashion companies of Manila FAME DTCP October 2020.

TOTAL AMOUNT IN WORDS	Php
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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. MFO-20100632
 DATE 10/06/2020
 AMOUNT Php356,250.00

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1

CONFORME:

Andre Judd Lu Chang
 Name, Signature of Contractor/Supplier
 October 22, 2020
 Date

Funds Available

MALERNA O. BUYAO
 Chief, Controllership Division

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

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			2020-0070	10/02/2020	
			PR No:	PR Date:	5/6
			2020-227	07/10/2020	

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT				
<p>HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR FASHION - MANILA FAME DTCP OCTOBER 2020</p> <p><i>Deliverables:</i> Submission of the product development designs for the assigned fashion companies of Manila FAME DTCP October 2020.</p> <ul style="list-style-type: none"> 50% - upon submission of Manila FAME DTCP October 2020 post-event evaluation report and photos of final products. <p><i>Deliverables:</i> submission of Manila FAME DTCP October 2020 post-event evaluation report and photos of final products.</p> <p>ii. Corresponding Deductions/Penalties The Product Development Design Specialist to be engaged shall be given corresponding deductions from the total amount of payment should the design specialist be unable to deliver his/her undertakings:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Particulars</th> <th style="width: 50%;">Deduction</th> </tr> </thead> <tbody> <tr> <td>Inability of Product Development Design Specialist to provide assistance to the approved number of companies.</td> <td>Total value of deduction shall be computed based on the disparity between actual number of companies assisted and approved number of companies.</td> </tr> </tbody> </table>				Particulars	Deduction	Inability of Product Development Design Specialist to provide assistance to the approved number of companies.	Total value of deduction shall be computed based on the disparity between actual number of companies assisted and approved number of companies.
Particulars	Deduction						
Inability of Product Development Design Specialist to provide assistance to the approved number of companies.	Total value of deduction shall be computed based on the disparity between actual number of companies assisted and approved number of companies.						

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours, JAIME ANTONIO S. SANDOVAL Chief, STREDO & Procurement Division CONFORME:	BUR No. <u>MFO-20100632</u> DATE <u>10/05/2020</u> AMOUNT <u>Php356,250.00</u>	Recommended by: ATTY. ANNA GRACE I. MARPURI OIC-DM, Operations Group 1
Andre Judd Lu Chang Name / Signature of Contractor/Supplier October 22, 2020 Date	Funds Available: MALERNA C. BUYAO Chief, Controllership Division	Approved by: MA. LOURDES D. MEDIRAN Deputy Executive Director

JOB ORDER

CITEM.STR.FR.006



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6/6

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MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

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DESCRIPTION

QTY/UNIT

UNIT PRICE

AMOUNT

HIRING OF PRODUCT DEVELOPMENT DESIGN SPECIALIST FOR FASHION - MANILA FAME DTCP OCTOBER 2020

/// Incidental

If the event is cancelled due of 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 pro-rated based on the accomplished deliverables stipulated in the terms of payment. Extensions of contract shall not incur any additional payment to the hired Product Development Design Specialist.

TOTAL AMOUNT IN WORDS:

THREE HUNDRED FIFTY SIX THOUSAND TWO HUNDRED FIFTY PESOS

Php 356,250.00

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

Andre Judd Lu Chang
 Name & Signature of Contractor/Supplier
 October 22, 2020
 Date

BUR No. MFO-20100632

DATE 10/08/2020

AMOUNT Php 356,250.00

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Corporate Services Dept.

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director