

# JOB ORDER

CITEM.STR.FR.006

|  |   |            |            |      |
|--|---|------------|------------|------|
|  <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b><br>Golden Shell Pavilion, Rizcos Building corner Sen. Gil J. Puyat Avenue<br>1300 Pasay City, Metro Manila, Philippines<br>(832) 831-2201 to 2204 ext. 218 (832) 831-1388, 832-3868<br>info@citem.com.ph www.citem.com.ph |  | JO Number: | JO Date:   | PAGE |
|  |   | 2020-055   | 07-23-2020 |      |
|  |   | PR No.:    | PR Date:   |      |
|  |   | 2020-0193  | 05-06-2020 |      |

|   |  |
|---|--|
| <b>CONTRACTOR/SUPPLIER</b> OPEN STUDIO DESIGN SERVICES<br><br><b>ADDRESS</b> 4/F. Stanisco Towers, 999 Pedro Gil cor. Agoncillo Sts., Pasco, Manila<br><br><b>MODE OF PROCUREMENT</b> SMALL VALUE PROCUREMENT | <b>DELIVERY TERM</b><br><br><b>PAYMENT TERM</b> 30 days<br><br><b>PLACE OF DELIVERY</b> CITEM<br><br><b>DATE OF DELIVERY</b> |
|---|--|

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                  |   |              |              |  |  |               |
|---|--------------------------|--------------------------|-------------------------|---|--------------|--------------|--|--|---------------|
| <b>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING+ FRANCE/EU OF OVERSEAS TRADE FAIRS &amp; MANILA FAME OCTOBER 2020</b><br><br><b>Scope of Work:</b><br><b>MANILA FAME October 2020</b><br><br><b>I. Product Development/Selection Program</b><br>1. Upon CITEM coordinator's identification and assignment of companies to each product designer, based on the companies' product category and application, product designers shall 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.<br>2. Oversee the product development program of participating companies for Manila FAME October 2020. Minimum of 6 new products per company. Total Number of companies and required Product Designer, below:<br><br><table border="1"> <thead> <tr> <th>Product Designer</th> <th>Minimum No. of Companies</th> <th>Target No. of Companies</th> </tr> </thead> <tbody> <tr> <td>1 Product Designer for Home and Lighting (Sourcing)+ France/EU Market</td> <td>20 companies</td> <td>25 companies</td> </tr> </tbody> </table> 3. Develop specifically market targeted capsule collections for participating companies. The products to be developed shall target overseas market particularly buyers from Europe, Germany, the US and Asia Markets, being the consistent and biggest buyer arrivals of Manila FAME. The newly developed products shall be showcased collectively in Manila FAME 2020. Likewise, products developed targeting particular markets may be shown as standalone collections should any of the participating companies also join overseas trade shows i.e. Maison et Objet 2020 (Paris)<br><br><b>B.S. - MEO 2020</b> | Product Designer         | Minimum No. of Companies | Target No. of Companies | 1 Product Designer for Home and Lighting (Sourcing)+ France/EU Market | 20 companies | 25 companies |  |  | Php950,000.00 |
| Product Designer  | Minimum No. of Companies | Target No. of Companies  |                         |   |              |              |  |  |               |
| 1 Product Designer for Home and Lighting (Sourcing)+ France/EU Market   | 20 companies             | 25 companies             |                         |   |              |              |  |  |               |

|                               |     |
|-------------------------------|-----|
| <b>TOTAL AMOUNT IN WORDS:</b> | Php |
|-------------------------------|-----|

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 The delivery must be made only during office hours to CITEM or so 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 Job Order upon delivery.

|  |  |  |
|--|--|--|
| Very truly yours,<br><br><br><b>JAIME ANTONIO S. SANDOVAL</b><br>Chief, STREDO & Procurement Division | BUR No. <u>MFO-20200588</u><br><br>DATE <u>9/11/2020</u><br><br>AMOUNT <u>Php 950,000.00</u>   | Recommended by:<br><br><br><b>ATTY. ANNA GRACE I. MARPURI</b><br>OIC-DM, Operations Group 1 |
| CONFORME:<br><br><br>Name & Signature of Contractor/Supplier<br><br>Date _____                        | Funds Available:<br><br><b>MALERNA C. BOYAO</b><br>Chief, Controllorship Division | Approved by:<br><br><br><b>PAULINA SUACO JUAN</b><br>Executive Director                     |

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|  <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b><br>Golden Shell Pavilion, Roxas Boulevard corner San, GEJ, Puyat Avenue<br>1300 Pasay City, Metro Manila, Philippines<br>T: (832) 831-2291 to 09 ext. 218 F: (832) 831-1366, 832-3985<br>E: info@citem.com.ph www.citem.com.ph |  | JO Number: | JO Date:   | PAGE |
|   |   | 2020-055   | 07/23/2020 |      |
|   |   | PR No.:    | PR Date:   | 2/7  |
|   |   | 2020-0193  | 05/06/2020 |      |

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| <b>CONTRACTOR/SUPPLIER</b> OPEN STUDIO DESIGN SERVICES<br><b>ADDRESS</b> 4/F Stanisco Towers, 999 Pedro Gil cor. Agoncillo Str., Paco, Manila<br><b>MODE OF PROCUREMENT</b> SMALL VALUE PROCUREMENT | <b>DELIVERY TERM</b><br><b>PAYMENT TERM</b> 30 days<br><b>PLACE OF DELIVERY</b> CITEM<br><b>DATE OF DELIVERY</b> |
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| DESCRIPTION  | QTY/UNIT | UNIT PRICE | AMOUNT |
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| <b>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + FRANCE/EU OF OVERSEAS TRADE FAIRS &amp; MANILA FAME OCTOBER 2020</b><br>Scope of Work:<br>Manila FAME October 2020<br>I. Product Development/Selection Program<br>4. Specifically, products to be developed for France + EU Market shall be likewise showcased in the Maison et Objet in September 2020, and the product specialist shall conduct visual merchandising and curation of newly developed products for the said trade show.<br>5. Lead the creative collaboration between the companies. Cover for the personal travel expenses required to correspond/conduct 2-3 meetings/factory visits with each company, as follows:<br>a. Initial consultation meeting to provide product design and development direction;<br>b. Initial prototype-inspection to review and evaluate product samples and prototypes; and<br>c. Final prototype-inspection to review developments in product samples and prototypes and to finalize collections for display at the special setting.<br>6. Should the product designer/s 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), they shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary. |          |            |        |

**TOTAL AMOUNT IN WORDS:** Php

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Very truly yours,

  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Division

CONFORME:

  
 Name & Signature of Contractor/Supplier

BUR No. MFO-20090588

DATE 9/11/2020


AMOUNT Php 950,000.00

Funds Available  
  
**MALERNA C. BUYAO**  
 Chief, Controliership Division

Recommended by:

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

Approved by:

  
**PAULINA SUAZO-JUAN**  
 Executive Director

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| <b>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + FRANCE/EU OF OVERSEAS TRADE FAIRS &amp; MANILA FAME OCTOBER 2020</b><br>Scope of Work:<br>Manila FAME October 2020<br><br>Below are the alternative deliverables that may be suggested or negotiated with the product development designers should there be any unforeseen circumstances that arise that hinder the successful delivery of the project/s<br><br><table border="1"> <thead> <tr> <th>CONDITION</th> <th>ACTIONS</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td>1. No Applicants</td> <td>Cancelled Contracts</td> <td>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 designers and release them from the contract.</td> </tr> <tr> <td>2. Does not meet target no. of companies</td> <td>CITEM may allow the designers to provide design services to participants from a different market/sector to meet their own targets, as long as the other designers' deliverables shall not be affected.</td> <td>Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different sectors/markets.</td> </tr> </tbody> </table> | CONDITION  | ACTIONS   | REMARKS | 1. No Applicants | Cancelled Contracts | 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 designers and release them from the contract. | 2. Does not meet target no. of companies | CITEM may allow the designers to provide design services to participants from a different market/sector to meet their own targets, as long as the other designers' deliverables shall not be affected. | Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different sectors/markets. |  |  |  |
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**TOTAL AMOUNT IN WORDS:** Php

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Very truly yours,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Division

CONFORME:  
  
 Name & Signature of Contractor/Supplier

BUR No. MFO-20090588  
 DATE 9/11/2020  
 AMOUNT Php 950,000.00  
 Funds Available  
**MALERNA C. BUYAO**  
 Chief, Controliership Division

Recommended by:  
  
**ATTY. ANNA GRACE I. MARFURI**  
 OIC-DM, Operations Group 1

Approved by:  
  
**PAULINA SUAREZ-JUAN**  
 Executive Director

Date \_\_\_\_\_

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CITEM:STR.FR.006



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue  
 1309 Pasay City, Metro Manila, Philippines  
 ☎ (032) 821-2201 to 00 ext. 218 ☎ (032) 831-1388, 832-3888  
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| JO Number: | JO Date:   | PAGE |
| 2020-055   | 07/23/2020 |      |
| PR No.:    | PR Date:   | 4/7  |
| 2020-196   | 05-06-2020 |      |

|  |                                |
|--|--------------------------------|
| <b>CONTRACTOR/SUPPLIER</b> OPEN STUDIO DESIGN SERVICES                               | <b>DELIVERY TERM</b> _____     |
| <b>ADDRESS:</b> 4F, Stanisco Towers, 999 Pedro Gil cor. Agoncillo Sts., Pabo, Manila | <b>PAYMENT TERM</b> 30 days    |
| <b>MODE OF PROCUREMENT</b> SMALL VALUE PROCUREMENT                                   | <b>PLACE OF DELIVERY</b> CITEM |
|  | <b>DATE OF DELIVERY</b> _____  |

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 JAIME ANTONIO S. SANDOVAL  
 Chief, STREDO & Procurement Division

BUR No. MFG-20090588  
 DATE 9/11/2020  
 AMOUNT Php 950,000.00

Recommended by:  
  
 ATTY. ANNA GRACE I. MARPUR  
 OIC-DM, Operations Group 1

CONFORME:  
  
 Name & Signature of Contractor/Supplier  
 Date \_\_\_\_\_

Fund Available:  
  
 MALERNA C. BUYAO  
 Chief, Controliership Division

Approved by:  
  
 PAULINA SUACO-JUAN  
 Executive Director

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**CITEM** CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS  
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| 2020-055   | 07/23/2020 |             |
| PR No.:    | PR Date:   |             |
| 2020-196   | 05-08-2020 |             |

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| <b>CONTRACTOR/SUPPLIER</b> OPEN STUDIO DESIGN SERVICES                                | <b>DELIVERY TERM</b>           |
| <b>ADDRESS:</b> 4/F Stanisco Towers, 999 Pedro Gil cor. Agoncillo Sts., Pasig, Manila | <b>PAYMENT TERM</b> 30 days    |
| <b>MODE OF PROCUREMENT</b> SMALL VALUE PROCUREMENT                                    | <b>PLACE OF DELIVERY</b> CITEM |
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|--|--------------------------|-----------------|---|-----------|---|--------------------|-----------------------------------|--|--------------------------|-------------------------|-------------------|----------------|--|--------------------------|---------|--|---------|--|-------------------------------|----------------------|-------------------------------|--|-------------|----------------------|------------------------------|--|-------------------------------|--|-------------------------------|--|----------------------|---------------|------------|--|---------------------------|--|-------------------------------|--|--|--|--|
| <p><b>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + FRANCE/EU OF OVERSEAS TRADE FAIRS &amp; MANILA FAME OCTOBER 2020</b><br/>                     Scope of Work:<br/>                     Manila FAME October 2020</p> <p>recommendations for succeeding Manila FAME editions. The terminal report should be submitted no later than one month after the show, and</p> <p>c. Bear the cost/expenses and facilitate logistical requirements of the visits to the regions/provinces to conduct product development/selection for Manila October 2020.</p> <p style="text-align: center;"><b>PROGRAM OF ACTIVITIES</b></p> <table border="0"> <tr> <td style="text-align: center;"><b>ACTIVITIES</b></td> <td style="text-align: center;"><b>TIMELINE</b></td> </tr> <tr> <td>Initial Round of Visits/Consultation - One-on-one meetings with participating companies</td> <td>June 2020</td> </tr> <tr> <td>Sending of rendered/additional designs to the companies</td> <td>July - August 2020</td> </tr> <tr> <td>2nd Round of Visits/Consultations</td> <td></td> </tr> <tr> <td>Inspection of prototypes</td> <td>August - September 2020</td> </tr> <tr> <td>Product pictorial</td> <td>September 2020</td> </tr> <tr> <td>Line review 2nd batch of samples for Manila FAME</td> <td>1st week of October 2020</td> </tr> <tr> <td>Mock up</td> <td></td> </tr> <tr> <td>Ingress</td> <td></td> </tr> <tr> <td>13 October 01:00PM - 10:00 PM</td> <td>13 - 14 October 2020</td> </tr> <tr> <td>14 October 10:00AM - 10:00 PM</td> <td></td> </tr> <tr> <td>Fair Proper</td> <td>15 - 17 October 2020</td> </tr> <tr> <td>15 October 09:00AM - 07:00PM</td> <td></td> </tr> <tr> <td>16 October 09:00AM - 07:00 PM</td> <td></td> </tr> <tr> <td>17 October 09:00AM - 07:00 PM</td> <td></td> </tr> <tr> <td>Visual Merchandising</td> <td>November 2020</td> </tr> <tr> <td>Evaluation</td> <td></td> </tr> <tr> <td>Assessment and Next Steps</td> <td></td> </tr> <tr> <td>Report-Writing and submission</td> <td></td> </tr> </table> | <b>ACTIVITIES</b>        | <b>TIMELINE</b> | Initial Round of Visits/Consultation - One-on-one meetings with participating companies | June 2020 | Sending of rendered/additional designs to the companies | July - August 2020 | 2nd Round of Visits/Consultations |  | Inspection of prototypes | August - September 2020 | Product pictorial | September 2020 | Line review 2nd batch of samples for Manila FAME | 1st week of October 2020 | Mock up |  | Ingress |  | 13 October 01:00PM - 10:00 PM | 13 - 14 October 2020 | 14 October 10:00AM - 10:00 PM |  | Fair Proper | 15 - 17 October 2020 | 15 October 09:00AM - 07:00PM |  | 16 October 09:00AM - 07:00 PM |  | 17 October 09:00AM - 07:00 PM |  | Visual Merchandising | November 2020 | Evaluation |  | Assessment and Next Steps |  | Report-Writing and submission |  |  |  |  |
| <b>ACTIVITIES</b>  | <b>TIMELINE</b>          |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| Initial Round of Visits/Consultation - One-on-one meetings with participating companies  | June 2020                |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
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| 2nd Round of Visits/Consultations  |                          |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| Inspection of prototypes   | August - September 2020  |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| Product pictorial  | September 2020           |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| Line review 2nd batch of samples for Manila FAME   | 1st week of October 2020 |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| Mock up  |                          |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| Ingress  |                          |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| 13 October 01:00PM - 10:00 PM  | 13 - 14 October 2020     |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| 14 October 10:00AM - 10:00 PM  |                          |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| Fair Proper  | 15 - 17 October 2020     |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| 15 October 09:00AM - 07:00PM   |                          |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| 16 October 09:00AM - 07:00 PM  |                          |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| 17 October 09:00AM - 07:00 PM  |                          |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| Visual Merchandising   | November 2020            |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| Evaluation   |                          |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| Assessment and Next Steps  |                          |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| Report-Writing and submission  |                          |                 |   |           |   |                    |                                   |  |                          |                         |                   |                |  |                          |         |  |         |  |                               |                      |                               |  |             |                      |                              |  |                               |  |                               |  |                      |               |            |  |                           |  |                               |  |  |  |  |
| <b>TOTAL AMOUNT IN WORDS:</b>  |                          |                 | 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, after 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 Job Order upon delivery.

Very truly yours,  
  
 JAIME ANTONIO S. SANDOVAL  
 Chief, STREDO & Procurement Division

BUR No. MFC-20090588  
 DATE 9/11/2020  
 AMOUNT Php 950,000.00

Recommended by:  
  
 ATTY. ANNA GRACE I. MARPUR  
 OIC-DM, Operations Group 1

CONFORME:  
  
 Name & Signature of Contracting Officer Representative

Approved by:  
  
 MALERNA C. BUYAO  
 Chief, Controlling Division

Approved by:  
  
 PAULINA SUAZO JUAN  
 Executive Director

Date



# JOB ORDER

CITEM.STR.FR.006

|  |  |            |            |      |
|--|--|------------|------------|------|
|  <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b><br>Golden Shell Pavilion, Rozas Boulevard corner Seo. Gil 2, Puyat Avenue<br>1300 Pasay City, Metro Manila, Philippines<br>☎ (632) 831-2251 to 08 ext. 218 📠 (632) 891-1365, 832-3565<br>📧 info@citem.com.ph 🌐 www.citem.com.ph |  dti<br>PHILIPPINES | JO Number: | JO Date:   | PAGE |
|  |  | 2020-055   | 07/23/2020 | 8/7  |
|  |  | PR No.:    | PR Date:   |      |
|  |  | 2020-196   | 05-06-2020 |      |


|  |  |
|--|--|
| <b>CONTRACTOR/SUPPLIER</b> OPEN STUDIO DESIGN SERVICES<br><br><b>ADDRESS</b> 41F Starisco Towers, 898 Pedro Gil<br>cor. Agoncillo Sts., Paco, Manila<br><br><b>MODE OF PROCUREMENT</b> SMALL VALUE PROCUREMENT | <b>DELIVERY TERM</b><br><br><b>PAYMENT TERM</b> 30 days<br><br><b>PLACE OF DELIVERY</b> CITEM<br><br><b>DATE OF DELIVERY</b> |
|--|--|


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 |
|--|----------|------------|--------|
| <b>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + FRANCE/EU OF OVERSEAS TRADE FAIRS &amp; MANILA FAME OCTOBER 2020</b><br>Scope of Work:<br>Manila FAME October 2020<br>Period of Engagement:<br>The Product Designer will be engaged from the issuance of Award Notice to November 2020.<br>Professional Fee<br>As Product Designer to be hired shall be required to travel, in consideration that exhibitors being served are spread all over the Philippines (and final exhibit execution may be in the country or overseas), to successfully deliver their undertakings, their respective professional fees include travel expenses, and all applicable taxes in the total contract price. Travel budgets vary per destination (domestic and overseas, as required by the corresponding bid category).<br>Total budgetary requirement for Manila FAME Sourcing:<br>1 Product Designer for Home and Lighting + France/EU PhP950,000.00 (inclusive of domestic and overseas travel expenses, and all applicable taxes)<br>Payment Schedule<br>Payment shall be made in the following schedule:<br>* 40% - upon submission of the preliminary product development designs for the assigned Manila FAME October 2020 companies.<br>Deliverables: submission of the product development designs for the assigned Manila FAME October 2020 companies.<br>* 40% - upon final inspection of finalized prototypes of the assigned Manila FAME October 2020 companies.<br>Deliverables: inspection and approval of final prototypes for the assigned Manila FAME October 2020 companies.<br>* 20% - upon submission of Manila FAME October 2020 post-event evaluation report and photos of final products.<br>Deliverables: submission of Manila FAME October 2020 post-event evaluation report and photos of final products. |          |            |        |


**TOTAL AMOUNT IN WORDS:** Php


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 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 1110.00 OR 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 Job Order upon delivery.

Very truly yours,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Division

**CONFORME:**  
  
 Name & Signature of Contractor/Supplier

BUR No. MFO 20000588  
 DATE 9/11/2020  
 AMOUNT Php 950,000.00

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

Approved by:  
  
**PAULINA SUAZO-JUAN**  
 Executive Director

Date

# JOB ORDER

CITEM.STR.FR.008



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Boulevard corner San. Gil J. Puyat Avenue  
 1900 Pasay City, Metro Manila, Philippines  
 ☎ (832) 831-2201 to 08 ext. 218 ☎ (032) 831-1388, 832-3965  
 ✉ info@citem.com.ph @ www.citem.com.ph



|            |            |      |
|------------|------------|------|
| JO Number: | JO Date:   | PAGE |
| 2020-055   | 07/23/2020 | 77   |
| PR No.:    | PR Date:   |      |
| 2020-196   | 05-06-2020 |      |

**CONTRACTOR/SUPPLIER: OPEN STUDIO DESIGN SERVICES**

**ADDRESS:** 4/F Stanisco Towers, 999 Pedro Gil cor. Agoncillo Sts., Pasig, Manila

**MODE OF PROCUREMENT:** SMALL VALUE PROCUREMENT

**DELIVERY TERM:**  
**PAYMENT TERM:** 30 days  
**PLACE OF DELIVERY:** CITEM  
**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 |  |  |
|---|---|---|--------|--|--|
| <p><b>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND LIGHTING + FRANCE/EU OF OVERSEAS TRADE FAIRS &amp; MANILA FAME OCTOBER 2020</b><br/>                     Scope of Work:<br/>                     Manila FAME October 2020<br/>                     Corresponding Deductions/Penalties:<br/>                     The Product Designers to be engaged shall be given corresponding deductions from the total amount of payment should the designer/s be unable to deliver their undertakings:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>Particulars</b></p>                     Inability of Product Designer/s to provide assistance to the approved number of companies</td> <td style="vertical-align: top;"> <p><b>Deductions</b></p>                     Total value of deducted shall be computed based on the disparity between actual numbers of companies assisted and approved number of companies, multiplied by the per company rate of each product designer's market.<br/>                     (MANILA FAME SOURCING)<br/>                     Product Designer for Home &amp; Lighting+France/EU (Php28,000.00 per company)</td> </tr> </table> <p><b>Incidental:</b><br/>                     Should the ingress set up require the designers to work onsite beyond 12:00 midnight of 14 October 2020 due to circumstances that are not of their fault (i.e. delay caused by the contractor, procurement issues, venue-related problems, or construction related accidents), CITEM will shoulder the cost of one (1) room night accommodation (single deluxe room), per product designer, in the hotel where CITEM staff are billeted or if fully occupied, in one of its partner hotels.<br/>                     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 pro-rated based on the accomplished deliverables stipulated in the terms of payment. Extension of contract shall not incur any additional payment to hired product designers.</p> | <p><b>Particulars</b></p> Inability of Product Designer/s to provide assistance to the approved number of companies   | <p><b>Deductions</b></p> Total value of deducted shall be computed based on the disparity between actual numbers of companies assisted and approved number of companies, multiplied by the per company rate of each product designer's market.<br>(MANILA FAME SOURCING)<br>Product Designer for Home & Lighting+France/EU (Php28,000.00 per company) |        |  |  |
| <p><b>Particulars</b></p> Inability of Product Designer/s to provide assistance to the approved number of companies   | <p><b>Deductions</b></p> Total value of deducted shall be computed based on the disparity between actual numbers of companies assisted and approved number of companies, multiplied by the per company rate of each product designer's market.<br>(MANILA FAME SOURCING)<br>Product Designer for Home & Lighting+France/EU (Php28,000.00 per company) |   |        |  |  |

**TOTAL AMOUNT IN WORDS:** NINE HUNDRED FIFTY THOUSAND PESOS **Php 950,000.00**

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Very truly yours,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Division

BJR No. MFD-20090568  
 DATE 99/11/2020  
 AMOUNT Php 950,000.00

Recommended by:  
  
**ATTY. ANNA GRACE I. MARPURE**  
 OIC-DM, Operations Group 1

CONFORME:  
  
 Name & Signature of Contractor/Supplier

Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controliership Division

Approved by:  
  
**PAULINA SIJAZO JUAN**  
 Executive Director

Date