

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 ☎ (832) 831-2201 to 29 ext. 218 ☎ (832) 831-1368, 832-3965 📧 info@citem.com.ph 🌐 www.citem.com.ph		JO Number: 2020-0037	JO Date: 9-Mar-2020	PAGE 1 of 3
	PR No.: 2020-0107	PR Date: 1/23/2020		




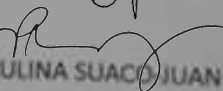
CONTRACTOR/SUPPLIER TEAM MANILA GRAPHIC DESIGN STUDIO, INC.	DELIVERY TERM PAYMENT TERM 30 days
ADDRESS Valdecon Bldg., 20 Jupiter St., Bel-air, Makati City	PLACE OF DELIVERY CITEM
MODE OF PROCUREMENT Small Value Procurement	DATE OF DELIVERY

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
ENGAGEMENT OF SERVICES OF A BRANDING AND DESIGN EXPERT TO REBRAND CREATE PHILIPPINES Scope of Work and Timeline Deliverables 1. Conduct meetings with the CREATE Philippines Project Team and CITEM CCSD for data-gathering and project monitoring. 2. Develop five (5) distinct brand proposals for the review of the CREATE Philippines Project Team and approval of CITEM Management. Each proposal should include the following: a. New brand name and logo for the event b. Names for the components under the event (conference, festival, exhibit, masterclasses, etc.) c. Application samples for promotional materials. 3. Develop a comprehensive brand manual for the approved proposal and present to CITEM Management for final approval. 4. Utilize its own set (as declared from its submitted bidding documents) of equipment, tools and team for the project. 5. Treat the output of this project with high confidentiality such that the brand proposals presented shall not be used or published by the winning bidder without the written consent of CITEM. B.S. Create PH 2020			250,000.00
			Timeline Within 1 week after signing of contract 1st week of March 2020 3rd week of March 2020 March-April 2020 March-April 2020

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, who 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, SIGNED JAIME ANTONIO S. SANDOVAL Head, STREDO/Procurement CONFORME: 	BUR No. <u>CMP-20050377</u> DATE <u>05/07/2020</u> AMOUNT <u>PHP250,000.00</u> Funds Available:  MALERNA C. BUYAO DC, Controllership Div.	Recommended by:  ATTY. ANNA GRACE I. MARPURI OIC-DM, OGI Approved by:  PAULINA SUACO JUAN Executive Director
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 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
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 E: info@citem.com.ph www.citem.com.ph



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CONTRACTOR/SUPPLIER TEAM MANILA GRAPHIC DESIGN STUDIO, INC.	DELIVERY TERM
ADDRESS Valdecon Bldg., 20 Jupiter St., Bel-air, Makati City	PAYMENT TERM 30 days
MODE OF PROCUREMENT Small Value Procurement	PLACE OF DELIVERY CITEM
	DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>ENGAGEMENT OF SERVICES OF A BRANDING AND DESIGN EXPERT TO REBRAND CREATE PHILIPPINES</p> <p>Budget and Terms of Payment: The total contract amount for the project is Two Hundred Fifty Thousand Philippine Pesos (Php250,000.00) inclusive of all applicable taxes and other fees as may be incurred in the process.</p> <p>The Branding and Design Expert shall be officially engaged upon signing of the contract until April 30, 2020.</p> <p>Payment will be released in full, subject to the applicable taxes, upon completion of the above scope of work and deliverables and submission of statement of account/billing.</p> <p>Rights and Responsibilities of CITEM</p> <p>1. Facilitate the access of the awarded Branding and Design Expert to the material archives, old files and other references necessary for the implementation of this project.</p> <p>B.S. Create PH 2020</p>			
TOTAL AMOUNT IN WORDS:			Php

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Very truly yours,
SIGNED
JAIME ANTONIO S. SANDOVAL
 Head, STREDO Procurement
 CONFORME:

(Signature)
 Name & Signature of Contractor/Supplier

BUR No. CMP-20050377
 DATE 05/07/2020
 AMOUNT PHP250,000.00

Funds Available:
(Signature)
MALERNA C. BUYAO
 DC, Controllership Div.

Recommended by:
(Signature)
ATTY. ANNA GRACE I. MARPURI
 OIC-DM, OGI
 Approved by:
(Signature)
PAULINA SUAREZ-JUAN
 Executive Director

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2020-0107	1/23/2020	

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<p>ENGAGEMENT OF SERVICES OF A BRANDING AND DESIGN EXPERT TO REBRAND CREATE PHILIPPINES</p> <p>2. Have exclusive ownership of the brand manual created or developed by reason of this engagement/contract.</p> <p>3. Right to penalize, if deemed necessary, or deduct the contract price if violations are incurred such as delay in delivery, quality of service, or non-compliance to the project outputs, among others.</p> <p>4. The following deductions shall be imposed on below par performance which can cause delay in delivery, poor execution of work, substandard quality of services or non-compliance with the project outputs as indicated in this Terms of Reference.</p> <table border="0"> <tr> <td style="text-align: center;">Adjectival Rating</td> <td style="text-align: center;">Percentage Deduction from Total Contracted Amount (Php250,000.00 / VAT Inclusive)</td> </tr> <tr> <td>Below Satisfactory</td> <td style="text-align: center;">15%</td> </tr> <tr> <td>Poor</td> <td>No payment and subject to revocation of contract.</td> </tr> </table> <p>B.S. Create PH 2020</p>	Adjectival Rating	Percentage Deduction from Total Contracted Amount (Php250,000.00 / VAT Inclusive)	Below Satisfactory	15%	Poor	No payment and subject to revocation of contract.			
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Below Satisfactory	15%								
Poor	No payment and subject to revocation of contract.								

TOTAL AMOUNT IN WORDS **TWO HUNDRED FIFTY THOUSAND PESOS** Php **250,000.00**

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MALERNA C. BUYAO
 DC, Controllership Div

Recommended by:
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 OIC-DM, OG1
 Approved by:
PAULINA SUAÑO-JUAN
 Executive Director

Name & Signature of Contractor/Supplier
 Date