



**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: <b>2022-0045</b>	JO Date: <b>05/25/2022</b>	PAGE <b>1/5</b>
PR No.: <b>2022-0097</b>	PR Date: <b>04/13/2022</b>	

CONTRACTOR/SUPPLIER <b>SPACE SHEEP MEDIA LAB, INC.</b>	DELIVERY TERM .....
ADDRESS <b>1411 Corporate 145 Bldg., Mother Ignacia Avenue, Quezon City</b>	PAYMENT TERM .....
MODE OF PROCUREMENT <b>Small Value Procurement</b>	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
<b>HIRING OF A LIVE STREAMING PRODUCTION TEAM AND CONTINUITY HOST FOR CREATE PH DIGITAL EVENT 2022</b>  <b>SCOPE OF WORK AND MANPOWER</b>  a. Scope of work 1. In charge of the streaming of the video assets, graphic assets, continuity host and event collaterals from CITEM. 2. Manage the Live Event Direction of the event based from the given guidelines and event brief to the Production Team. 3. Facilitate the backstage access of the stream and live panelists. 4. Set-up and facilitate backend settings during internal streaming, technical rehearsals and live segments. 5. Provision of cloud meeting links for technical rehearsals and live segments. 6. Set-up of Backstage - Breakout room for the speaker briefing, and checking of technical requirements during the live event. 7. Facilitate and ensure the smooth streaming during the live events.  b. Manpower The Digital Production Team will be in charge with the overall production of all the events indicated in the calendar. The agency must submit a list of their manpower with the assigned personnel from their company and shall be given 1 week upon awarding of the contract.			<b>Php595,000.00</b>

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,  
  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, CS Department  
 CONFORME:  
  
**Pauline Ann E. Maminta**  
 Name & Signature of Contractor/Supplier  
 June 22, 2022  
 Date

BUR No. **IP-CORPCOM-22050389**  
 DATE **05/31/2022**  
 AMOUNT **Php595,000.00**  
 Funds Available:  
  
**MALERNA C. BUYAO**  
 chief, Controllership Division  
 Recommended by:  
  
**NORMAN C. BAGULBAGUL**  
 OIC-DM, CCSD  
 Approved by:  
  
**PAULINA SUACO-JUAN**  
 Executive Director



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CONTRACTOR/SUPPLIER **SPACE SHEEP MEDIA LAB, INC.**  
 ADDRESS **1411 Corporate 145 Bldg., Mother Ignacia Avenue, Quezon City**  
 MODE OF PROCUREMENT **Small Value Procurement**

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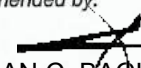
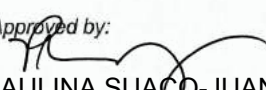

Manpower	Functions
<b>LIVE STREAMING PRODUCTION TEAM</b>	
Event Director	Responsible for organizing, mobilizing and/or coordinating the staff, event participants, officials, and administrators for the successful execution of the whole event.
Backstage Manager	Provides practical and organizational support to the Event Director, Speakers, and Event officers throughout the rehearsal process and production. The Backstage Manager will also supervise backstage activities during streaming such as transfer of speakers to the Backstage – Breakout room and in charge of the orientation and checking of the Video Framing, Audio settings and other technical requirements as need arises
Technical or Streaming Directors	Operates, maintains and safeguards the technical assets of the event including supervising the usage of necessary lighting, sound and communications equipment. The Technical Director should also determine the necessary technical support, such as but not limited to lighting, sound, staging, and special needs, necessary for the list of events presented.
Audio Spinners	Responsible to assemble, operate and maintain the technical equipment used to record, amplify, enhance, mix or reproduce sound.
Visual Spinners	Responsible to assemble, operate and maintain the software or platform used in projecting key visuals intended for the event.
Tech Operator	Set up, operate, and maintain the electronic equipment used to transmit the event whether via pre-recorded videos and/or live streaming. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. Operate transmitter to broadcast radio or television programs. Has the capacity to record the event when need arises.
Scriptwriter	Hired team shall provide a script for the Continuity host in keeping track of the whole program.
Cloud-Based Video Communications App	Provision of dedicated account for backstage of event
<b>CONTINUITY HOST</b>	
Continuity Host	Responsible for properly communicating the script to be crafted by the production team in ensuring that event attendees would be in the right area of the platform. The continuity host must have the ability to establish connection from the audience and must be knowledgeable of the creative sector. A list of preferred continuity host will be forwarded by CITEM to be acquired by the production team.

TOTAL AMOUNT IN WORDS: Php

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Very truly yours,  
  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, CS Department  
 CONFORME:  
  
**PAULINE ANN E. MAMINTA**  
 Name & Signature of Contractor/Supplier  
 June 22, 2022  
 Date

BUR No. **IP-CORPCOM-22050389**  
 DATE **05/31/2022**  
 AMOUNT **Php595,000.00**  
 Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:  
  
**NORMAN C. BAGULBAGUL**  
 OIC-DM, CCSD  
 Approved by:  
  
**PAULINA SUACO-JUAN**  
 Executive Director  




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<p><b>RESPONSIBILITIES OF LIVE STREAMING PRODUCTION TEAM</b></p> <ol style="list-style-type: none"> <li>Designate at least two (2) project coordinators to ensure the timely delivery of outputs and coordination with CITEM, through the Experience Design Division (EDD) during the contract period.</li> <li>Ensure consistency with the overall objectives and concept of the event based on CITEM's concept and mandate.</li> <li>Provide and shoulder all costs of necessary personnel, facilities, accommodation, production equipment and setup, and conduct all necessary preparatory and other activities to accomplish the agreed upon scope of work and deliverables, i.e., event planning and coordination and multimedia and audio-visual production. Any additional costs incurred relative to any aspect of the event shall solely be charged to the Live Streaming Production Team;</li> <li>Coordinates through e-mail and/or any mobile communication platform with regards to the work progress, issues and concerns, and recommended next steps in relation with the project at no additional cost to CITEM;</li> <li>All event preparations and proceedings should be treated with full confidentiality and may not be shared by any other party aside from CITEM;</li> </ol> <p><b>CITEM</b></p> <ol style="list-style-type: none"> <li>Provide all information, assets and materials needed to accomplish the scope of work and produce a series of events for Create Philippines/Creative Futures.</li> <li>Provide at least two (2) support staff to coordinate with the Digital Production Team;</li> <li>Provide necessary pre-work and post-work files, materials, information and necessary resources to the team leader of documenters;</li> <li>Provide inputs and direction on the desired documentation output after the initial report has been submitted;</li> </ol>						

TOTAL AMOUNT IN WORDS: Php

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Very truly yours,

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

CONFORME:

**PAULINE ANN E. MAMINTA**  
 Name & Signature of Contractor/Supplier

June 22, 2022  
 Date

BUR No. **IP-CORPCOM-22050389**

DATE **05/31/2022**

AMOUNT **Php595,000.00**

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

Recommended by:

**NORMAN C. BAGULBAGUL**  
 OIC-DM, CCSD

Approved by:

**PAULINA SUACO-JUAN**  
 Executive Director



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### PERIOD OF ENGAGEMENT

The Live Streaming Production Team shall be contracted by CITEM for the period of **1 (one) month from 30 June 2022 ± 30 July 2022** with a **minimum number of 4 (four) event tracks** and a **maximum number of 8 (eight) event tracks**

### Provisional Timeline

Date	Specifics
July 04, 2022	Onboarding of the Live Streaming Production Team
July 08, 2022	Submission of Event Script - Draft 1
July 11, 2022	Orientation of Continuity Host
July 15, 2022	Submission of Event Script - Draft 2
July 20, 2022	Internal Streaming video assets, graphic assets, and event collaterals
July 22, 2022	Technical Rehearsal for Live Event Speakers
July 25, 2022	Submission of Event Script - Final
July 28, 2022	Creative Futures - Day 01 Event
July 29, 2022	Creative Futures - Day 02 Event
August 01, 2022	Submission of Post Event Report

### BUDGET

The contracted price for this requirement is **Php595,000.00** charged to the **CCSD IP-CORPCOMM**

### PAYMENT TERMS

TRANCHE OF PAYMENT	PERCENTAGE	SCHEDULE OF PAYMENT
First Tranche	40% of Total Bidded Amount of Contractor	Streaming of Day 02 of Event
Second Tranche	60% of Total Bidded Amount of Contractor	Submission of Post event report

TOTAL AMOUNT IN WORDS: \_\_\_\_\_ Php

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Recommended by:  
**NORMAN C. BAGULBAGUL**  
 OIC-DM, CCSD

**PAULINE ANN E. MAMINTA**  
 Name & Signature of Contractor/Supplier  
 JUNE 22, 2022  
 Date

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

Approved by:  
**PAULINA SUACO-JUAN**  
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### EQUITABLE PAYMENT FOR THE ACTUAL EVENTS PRODUCED

The Digital Production team to be engaged shall be given corresponding equitable payment from the total amount should the events be decreased

PARTICULARS	PAYMENT
Production of 6-8 tracks	100% of Total Contract Amount
Production of 4-5 tracks	70% of Total Contract Amount
Production of 4-5 tracks	50% of Total Contract Amount
Production of 1 track	10% of Total Contract Amount

### TERMS AND CONDITIONS

- The contracted price for this project is Five Hundred Ninety Five Thousand Pesos (Php595,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
- All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event management contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally. This should be submitted to CITEM in a portable hard drive/s provided by the winning bidder.
- All materials produced by the winning bidder should be original and aligned with CITEM's mandate.
- The winning Digital Production Team shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory

TOTAL AMOUNT IN WORDS: **Five Hundred Ninety Five Thousand Pesos** Php 595,000.00

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 OIC-DM, CCSD

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CONFORME:

Approved by:

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 Chief, Controllership Division

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