



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:

2022-0049

JO Date:

06/08/2022

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PR No.:

2022-0127

PR Date:

05/17/2022

CONTRACTOR/SUPPLIER SLINGSHOT MANILA INC.

ADDRESS Legaspi St. Legaspi Village, Makati City

MODE OF PROCUREMENT DIRECT CONTRACTING

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 Creative Futures Communications and Content/Program Producer **Php3,000,000.00**

SCOPE OF WORK AND DELIVERABLES

Conceptualization of the Communications Messaging through the sessions and tracks of Creative Futures 2022

1. Develop and submit a Concept Proposal, in collaboration with the Creative Director of 2022 Creative Futures, detailing the overarching message advocating Creative Industries as the next economic growth driver through the target tracks and sessions as aligned with the objectives of this year's digital conference.

Execution of the Concept Proposal for Creative Futures 2022

2. Develop and submit an Implementation Plan detailing the specific activities, timeline, potential resource persons (moderators, speakers, panelists, etc.) leading to the Creative Futures 2022. This should be in coordination with the Creative Director and CITEM and should be aligned with the overarching message/theme of "Tomorrow" advocating the Creative Industries as the next economic growth driver.

Original Content Production

1. Produce/develop and/or post-process minimum 8 original content pieces. The format for content pieces includes, but is not limited to, animated infographics, mini-sodes, onsite production, and online recordings, among others. Production must adhere to CITEM quality standards and technical requirements. These content pieces are expected to promote the Creative Industries as the sector that we should further develop and support.

2. Provide all the necessary requirements to produce the content pieces, such as but not limited to resource persons, industry experts, backend crew, studio, technical equipment, props, etc, and coordinate directly with the resource persons and suppliers.

3. Turn over to CITEM all multi-media content materials produced either stored in hard drive or a File Transfer Protocol (FTP) link to an online drive/storage for CITEM's usage/download. These will be owned by CITEM and uploaded in the CREATE Philippines website and social media channels.

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, s/he 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,

BUR No. CMP-2022060430

Recommended by:

DATE 06/08/2022

MARJO F. EVIO
 OIC-DM, Operations Group 1

AMOUNT Php3,000,000.00

CONFORME:

Kristeen Blanco

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director

Name & Signature of Contractor/Supplier

June 17, 2022

Date

JOB ORDER

CITEM.STR.FR.006



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 ADDRESS **Legaspi St. Legaspi Village, Makati City**

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MODE OF PROCUREMENT **DIRECT CONTRACTING**

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Creative Futures Content Management and Coordination

1. Content production project management, communication, and quality assurance.
2. Work with OG1 and CCSD, regarding content sequence and messaging for the different set of stakeholders/event attendees.
3. Attend meetings with CITEM and/or Creative Director.

Report Writing and Post-Event Recommendations

1. Submits the identified outputs above (Concept Proposal, Implementation Plan, Original Content Pieces) as basis for the payment of the initial tranches of professional fees (40% and 50%)
2. Submits a Post-Event Recommendation Report detailing the summary of the Conference, the appropriateness of tracks/content pieces and recommendations on how to implement the succeeding iterations of Creative Futures

RESPONSIBILITIES OF CITEM

1. Provide the OVER-ALL Direction, alongside with the Creative Director, on the implementation of the CREATIVE FUTURES Digital Conference.
2. Introduce/Connect the Creative Futures Communications and Content/Program Producer to the CREATE Philippines Creative Director.
3. Constantly monitor the progress of the Communications and Content/Program Producer in terms of the submitted Concept Proposal, Implementation Plan, and Post-Event Recommendation Reports
4. Constantly monitor the development of the planned Original Content Pieces and ensure its turnover to CITEM.
5. Provide all pertinent data and information needed about the project to ensure that the end results will be aligned to CITEM mandate and vision;
6. Assign point persons from OG1-SET and CCSD to coordinate requirements, information, and materials.
7. Ensure that the terms stated in this TOR are followed by the Communications and Content/Program Producer and apply necessary penalty charges should it fail to deliver the identified outputs/alternative deliverables.

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Very truly yours,

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

CONFORME:

Kristeen B. Blanco

Name & Signature of Contractor/Supplier

June 17, 2022

Date

BUR No. CMP-2022060430

DATE 06/08/2022

AMOUNT Php3,000,000.00

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 Chief, Controllership Division

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METHOD AND PERIOD OF ENGAGEMENT

Engagement of the Creative Futures Communications and Content/Program Producer and Coordinator shall be procured through Negotiated Procurement. The conduct of Negotiated Procurement for this project is in relation to Section 53.6 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 otherwise known as the Government Procurement Reform Act, whereby the Procuring Entity directly negotiates a contract with a technically, legally, and financially capable supplier, contractor or consultant in the case of Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services.

The period of engagement will be from **issuance of Job Order up to 31 August 2022.**

PROPOSED TIMELINE OF DELIVERABLES

SPECIFIC ACTIVITIES & DELIVERABLES	Timeline
Conceptualization of the Communication Messaging through sessions and tracks of Creative Futures 2022 • Attending meetings with CITEM CREATE Philippines Project Team, Key Officials, and Creative Futures 2022 Creative Director for brainstorming or alignment • Submission of <u>Concept Proposal</u> detailing the communication messaging through the target tracks/sessions/resource persons that Creative Futures 2022 will feature	Within 10 Business Days after receipt of NOA/Job Order
Execution of the Concept Proposal for Creative Futures 2022 • Attending meetings with CITEM CREATE Philippines Project Team, Key Officials, and Creative Futures 2022 Creative Director for presentation of the Implementation Plan • Submission of <u>Implementation Plan</u> detailing the specific activities guiding the development of the original content pieces	Within 10 Business Days after receipt of NOA/Job Order
Original Content Production • Implementation of the planned activities (meeting with stakeholders/resource persons, actual filming/recording, post-processing) leading to the creation of minimum 8 original content pieces.	June-July 2022
Creative Futures Content Management and Coordination • Attend meetings with CITEM Management, OG1 and CCSD on coordination for pre-event activities (internal streaming, rehearsal of live components, coordination with speakers)	2nd -3rd week July 2022

TOTAL AMOUNT IN WORDS:	Php
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 OIC-DM, Operations Group 1

CONFORME:

Kristeen B. Blanco
 Name & Signature of Contractor/Supplier
 June 17, 2022
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

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 Executive Director

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SPECIFIC ACTIVITIES & DELIVERABLES	Timeline
<ul style="list-style-type: none"> Submission of copies of the original content pieces either stored in a hard drive or a file transfer protocol (FTP) link to an online drive/storage Monitoring the actual holding of Creative Futures 2022 	28 – 29 July 2022
Report Writing and Post-Event Recommendations <ul style="list-style-type: none"> Debriefing/Post-Evaluation meeting with CITEM Project Team Submission of Post-Event Recommendations Report 	01-31 August 2022

PAYMENT TERMS

The proposed payment scheme for the project will be billed progressively upon the completion of the following milestones:

MILESTONES	Payment
Conceptualization of the Communication Messaging Execution of the Concept Proposal Upon submission of the following: <ul style="list-style-type: none"> Concept Proposal Implementation Plan 	40%
Original Content Production Upon submission of minimum 8 original content pieces to CITEM Non-completion of the minimum 8 content pieces will be subject to 5% of the TOTAL VALUE (2nd Tranche) deduction per content piece missing. No alternative outputs will be accepted to replace the original content pieces as these are the core assets of the actual conference. In case supplier delivers 6 and below, the contract will be rescinded and CITEM shall equitably pay based on actual services rendered.	50%
Upon submission of the Post-Event Recommendations Report*	10%
	100%

Note: These reports should be reviewed and approved by CITEM before processing of payment can proceed.

APPROVED BUDGET COST

The above expense has an approved budget cost of Three Million Pesos (Php 3,000,000.00) inclusive of all applicable taxes/charges and will be charged to the CREATE PHILIPPINES 2022 budget.

TOTAL AMOUNT IN WORDS:	Three Million Pesos	Php 3,000,000.00
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