

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyal 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: 2023-0041 | JO Date: 04/05/2023 | PAGE 1/2 |
| PR No.: 2023-0075 | PR Date: 01/20/2023 | |

CONTRACTOR/SUPPLIER UNIVERSAL MCCANN OWNED AND OPERATED BY
IPG MEDIABRANDS PHILIPPINES, INC
 ADDRESS
 29/F Trade and Financial Tower, Bonifacio Global City, Taguig
 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 DIGITAL SERVICE PROVIDER TO BUILD AN INTEGRATED PAYMENT SYSTEM ON FAMEPLUS.COM AS PART OF WEBSITE MAINTENANCE **Php616,000.00**

SCOPE OF WORK AND DELIVERABLES

| | | |
|----------------------------|--|--|
| Sectoral Officer Dashboard | | <ul style="list-style-type: none"> Create access for SO to generate Request to Bill and Notice of Award (NOA) Column for paid exhibitors Booth Management/Assignment |
| Finance Team Dashboard | Generation of Statement of Account (SOA) | <ul style="list-style-type: none"> Create access for Finance Team to review RTB and generate SOA Create access to Finance Manager to approve SOA and send to Exhibitor once approved Provision to cancel SOA |
| Cashier Team Dashboard | Monitoring of payments | <ul style="list-style-type: none"> Create access to Cashier for review proofs of payment and update payment status Create access to generate Official Receipt (OR) Monitoring of Payments |
| Exhibitor Dashboard | Online Payment | <ul style="list-style-type: none"> Create payment fields and journey, with option on payment gateways and uploading of proof of payment or transaction |
| Exhibitor Registration | Participation Details | <ul style="list-style-type: none"> Edit pages and menu (details for discussion with project team) |
| Buyer Registration | Participation Details | <ul style="list-style-type: none"> Add fields in Buyer Registration to as if they are interested in participating in physical shows. |
| Guest Registration | Guest Registration | <ul style="list-style-type: none"> Create new registration form for Guests; Account Type (Government, Media, General Guest/Public) Payment Method for General Guests/Public (voucher, direct payment) |
| | Guest Database | <ul style="list-style-type: none"> Create new module in CITEM Admin Dashboard (Guests) List of registered guests, with search, filter and download functions Account Review/Validation and Payment Verification for CITEM Admin |
| All pages | API Integration | <ul style="list-style-type: none"> Setup of Application Programming Interface (API) to synchronize database/registration information from CITEM to FAME+ |

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,

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

CONFORME:

rsdizon
Raymond Dizon

Name & Signature of Contractor/Supplier

18 April 2023

Date

BUR No. **DTCP-23040370**

DATE **4/12/2023**

AMOUNT **Php616,000.00**

Funds Available:

Chau Bayao
MALERNA C. BUVAO

Chief, Controllership Division

Recommended by:

[Signature]
NORMAN D. BAGULBAGUL
 OIC-DM, CCSD

Approved by:

[Signature]
MA. LOURDES D. MEDIRAN
 Deputy Executive Director

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 (632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965 info@citem.com.ph www.citem.com.ph |  | JO Number: 2023-0041 | JO Date: 04/05/2023 | PAGE 2/2 |
| | | PR No.: 2023-0075 | PR Date: 01/20/2023 | |

CONTRACTOR/SUPPLIER UNIVERSAL MCCANN OWNED AND OPERATED BY
IPG MEDIABRANDS PHILIPPINES, INC
ADDRESS
29/F Trade and Financial Tower, Bonifacio Global City, Taguig
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 |
|-----------------|---------------------------|--|--------|
| Export Enablers | Search | - Predictive text when searching for an Enabler | |
| | | - Set Enablers search bar using the enter button instead of clicking the "Apply" button | |
| | Additional Options/Fields | - Set Featured Enablers to appear first (left-most) | |
| | | - Rename "Featured Partners" to "Featured Update actual Export Enabler directory to reflect realtime | |

Ownership of Source Code

Source code, derivative works, and all copies, in whole or in part, are and shall remain the property of CITEM. IPG Mediabrands Philippines, Inc. must submit all documentations of all its works and conduct a training to CITEM in-house team prior to final turnover of the project,

PERIOD OF ENGAGEMENT

IPG Mediabrands Philippines, Inc. shall be contracted for a period of 4 months upon signing on contract.

BUDGET, SOURCE, AND PAYMENT

The Contracted Price for this requirement is Six Hundred Sixteen Thousand Pesos (Php616,000.00) inclusive of professional fee, applicable taxes and other incidental expenses to be incurred, to complete the delivery of the services.

The budget is sourced from the Web Maintenance for FAME+ and CREATEPH.

CITEM will make a one-time final payment to IPG Mediabrands Philippines, Inc. upon completion of beta testing and Go Live as well as submission of workflow framework and final turnover documentations. Also, the Systems Management and Development Division will vet the final works prior to issuance of Certificate of Satisfactory Services Rendered (CSSR) by Communications and Creative Services Department (CCSD).

TOTAL AMOUNT IN WORDS: **Six Hundred Sixteen Thousand Pesos** Php **616,000.00**

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,


ATTY. ANNAGRACE I. MARPURI
OIC-DM, CS Department

CONFORME:


Raymond Dizon
Name & Signature of Contractor/Supplier
18 April 2023
Date

BUR No. **OTCP-23040370**
DATE **4/12/2023**
AMOUNT **Php616,000.00**

Recommended by:


NORMAN D. BAGULBAGUL
OIC-DM, CCSD

Approved by:


MA. LOURDES D. MEDIRAN
Deputy Executive Director

Funds available:

MALERNA C. BUAAO
Chief, Controllership Division