

CITEM.STR.FR.008

Golden Shell Paytion, Florats Boulevard corner Sen. Co.



JO Number 2019-0330

UNIT PRICE

JO Date: 6-Jan-20 PR Date:

PAGE

PR No 2019-1064

1of5 12/4/2019

AMOUNT

CONTRACTOR/SUPPLIER RACHELLE F. MEDINA

ADDRESS Sta. Cruz, Cavite City.

DELIVERY TERM PAYMENT TERM

QTY/UNIT

30 days

PLACE OF DELIVERY DATE OF DELIVERY

CITEM

MODE OF PROCUREMENT

Negotiated Procurement

DESCRIPTION

Please provide firms 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)

ENGAGEMENT OF A DIGITAL CONTENT CURATOR AND 600,000.00 **VISUAL STORYTELLER FOR MANILA FAME 2020** "TOUCHPOINT" (1st Edition) Scope of Work and Output:

- 1. Content Curator and Visual Storyteller should provide a content plan for all the companies that CITEM will feature (List of companies shall be provided by CITEM).
- 2. Must conduct a seminar on trend and marketing research.
- 3. Must provide 70 stories in different platform (Photography, video, animation, infographics, illustration and other digital media platform).

Ms. Medina's engagement for the project will include the following responsibilities and deliverables:

DELIVERABLES

- 1. Content development debriefing
- 2. Conceptualization of content for Manila FAME touchpoint webiste.
- 3. 8 video content featuring field visits of factory and showroom of the exhibitors.

SCOPE OF WORK

Content Curator present to OED, Operations Group and CCSD the lessons she gathered producing content for touchpoint. Content curator shall conduct research and Development and interviews to generate the content. Content Curator shall select and do screening

of all possible multimedia services appropriate for each digital article (photography, motion graphics, illustration, VLOG, whichever is necessary.

TOTAL AMOUNT IN WORDS. FY 2019 & 2020

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 spection 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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 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 author/zes 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.

BUR No. IP-20100647

10/13/2020

Php 600,000.00

Very truly yours,

SAIM ANTONIOS. SANDOVAL

Head, STREDO/Procurement

CONFORME

DATE

AMOUNT

Funds Available

DC, Controllership Div.

Recommend

ARTURO CRUZ DIMAANO Department Manager III

Approved by

PAULINA SUACO-JUAN

Executive Director



2019-1064

UNIT PRICE

JOB ORDER

12/4/2019

AMOUNT

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

hvillion, Roxas Boulevard comer Sen. Gil J. Puyat Ave 1300 Pasary City, Metro Manita, Philippines

(632) 831-2201 to 09 ext. 218 (3 (632) 831-1366, 632-3965 I info@ctem.com.ph @ www.citem.com.ph



JO Number: JO Date PAGE 2019-0330 PR No.:

PR Date: 20

2of5

CONTRACTOR/SUPPLIER

RACHELLE F. MEDINA

ADDRESSSta. Cruz, Cavite City

DELIVERY TERM

PAYMENT TERM

PLACE OF DELIVERY

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ENGAGEMENT OF A DIGITAL CONTENT CURATOR AND VISUAL STORYTELLER FOR MANILA FAME 2020 "TOUCHPOINT" (1st Edition)

4. News and Features on Exhibitors of forthcoming Design Philippines delegations to overseas trade fairs.

Consolidation and synthesis of Communication brief for Design Philippines Overseas Fairs (OTF).

5. Minimum of 2 min videos with edit down for IG and IGTV

IG content plan inclusive of feed and stories for Manila FAME & Design Philippines delegations that will travel in the Second quarter (Q2) of 2020.

7. Featuring 70 exhibitors for Manila FAME touchpoint 2020 1st edition.

News and feature writing for each participating OTF exhibitors.

Content Curator shall provide video content plan and present it to CITEM management. Content Curator shall provide IG content plan and

strategy for First Quarter (Q1) based on target audiences.

Content Curator shall provide training and Workshop for CITEM's in-house creatives.

Responsibilities of the Service Provider/s or Supplier/s

- Reports directly to the Visual Design Division.
- 2. Ensures the fully satisfactory compliance of the scope of work and the delivery of the outputs stipulated in this project.

B.S. FY 2019 & 2020

TOTAL AMOUNT IN WORDS:

This and a la place of published to the following form	

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 of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY. In case the contractor/supplier does not deliver within the due date, subject to the PENALTY of _ of the TOTAL AMOUNT unless the contractor/supplier s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of _ 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 Involce or Official Receipt with the Job Order upon delivery.

Very truly yours,

Head, STREDO/Procuren

CONFORME:

MEDINA

Date

BUR No.

10/13/2020

DATE

Php 600,000.00 AMOUNT

IP-20100647

Funds Available

DC. Controllership Div

Recommended by:

ARTURO CRUZ DIMAANO

Department Manager III

Php

Approved by:

PAULINA SUAÇO-JUAN

Executive Director



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Payllion, Rozee Boulevard corner Sen Cit | B.

iden Shell Pavilion, Rozea Boulevard corner Sen, Gil J. Puyet Avenue 1300 Passy City, Metro Marile, Philippines (632) 831-2201 to 09 eet. 216 (632) 631-1368, 632-3665 215 info@citem corn.ph (6 www.citem.com.ph)



JO Number: JO Date: PACIE 2019-0330 6-Jan-20 PR No. PR Date: Bof! 2019 1064 12/4/2010

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CON	THAC	DR/	SUPPL	JER.

RACHELLE F. MEDINA

ADDRESS Sta. Cruz, Cavite City

MODE OF PROCUREMENT

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PLACE OF DELIVERY

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ENGAGEMENT OF A DIGITAL CONTENT CURATOR AND VISUAL STORYTELLER FOR MANILA FAME 2020 "TOUCHPOINT" (1st Edition)			
Rights and Responsibilities of CITEM			
 Facilitating the service provider/contractor to acquire access to the database of CITEM photos which can be used as an additional material for the requirements. 			
Have exclusive ownership of all images/concepts created or developed by reason of this engagement/contract; and			
Right to penalize, if deemed necessary, or deduct from the contract price if violations are incurred such as delay in			
delivery, quality of service, or non-compliance to the project outputs, among others.			
Payments:			
1st Payment - Submission of the content plan			
Submission of the concept plan and notice to proceed			
15% of the total payment inclusive of VAT			
2nd Payment - Based on the approved timeline of the supplier			
Submission of first 8 articles			
15% of the total remaining payment inclusive of VAT			
B.S. FY 2019 & 2020			
ALAMOUNT IN WORDS:			Php

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Very truly yours,

TOT

JAME ANTONIO S. SANDOVAL Head, STREDO/Procurement

CONFORME

BUR No.

IP-20100647

DATE

10/13/2020

AMOUNT

Php 600,000.00

Recommended

ARTURO CRUZ DIMAANO

Department Manager III

Approved by:

PAULINA SUACO-JUAN

Executive Director

DC. Controllership Div



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Golden Shell Pavilion, Roxas Boulevard corner Sen, Gil J. Puyat Avenue 1300 Pesay City, Metro Manila, Philippines 1, (632) 831-2201 to 09 ext. 218 (5) (632) 831-1368, 832-3965



JO Number 2019-0330

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JO Date 5-Jan-20 250K

CONTRACTOR/SUPPLIER RACHELLE F. MEDINA

DELIVERY TERM

PAYMENT TERM

PLACE OF DELIVERY

30 days

CITEM

ADDRESSSta. Cruz, Cavite City

International Trade Expositions and Missions (CITEM).

MODE OF PROCUREMENT DATE OF DELIVERY Negotiated Procurement Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the C DESCRIPTION QTY/UNIT UNIT PRICE **AMCUNT** ENGAGEMENT OF A DIGITAL CONTENT CURATOR AND VISUAL STORYTELLER FOR MANILA FAME 2020 "TOUCHPOINT" (1st Edition) 3rd Payment - Based on the approved timeline of the supplier Submission of next 8 articles with 1 Special/Trends article 15% of the total remaining payment inclusive of VAT 4th Payment - Based on the approved timeline of the supplier Submission of next 8 articles with 2 videos for IG 15% of the total remaining payment inclusive of VAT 5th Payment -Submission of next 8 articles with 2 videos for IG 15% of the total remaining payment inclusive of VAT 6th Payment - Based on the approved timeline of the supplier Submission of next 8 articles with 1 Special/Trends article 15% of the total remaining payment inclusive of VAT 7th Payment - Based on the approved timeline of the supplier Submission of next 5 articles with 2 videos for IG 5% of the total remaining payment inclusive of VAT B.S. FY 2019 & 2020 TOTAL AMOUNT IN WORDS: Pic

This order is placed subject to the following terms and conditions:

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Inspection by CITEM-Management Insp	section Team and/or the Commission on Audit. Rejected deliveries are to b	e withdrawn and/or replaced immediately. Celley in the delivery is
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Very truly yours,

CONFORME:

JAINE ANTONIOS. SANDOVAI Head, STREDO/Procurement

BUR No.

IP-20100647

Php 600,000.00

10/13/2020

Recommended by:

DC, Controllership





12/4/2015



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Paydien, Rosses Boulevard corner Sen. Gr. J. Power Golden Shell Pavilice, Roses Boulevant corner Ben. O.J. Fuyet Avenue 1300 Passes City, Mehri Marika, Philippinos L. (632) 631-2201 to 00 ext. 218 (5) (632) 831-1368, 632-3985 23 into@otten.com.ph © www.citers.com.ph



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	R FOR MANILA FAME 2020				
"TOUCHPOINT" (1st	A STATE OF THE PARTY OF THE PAR				
8th Payment - Base	d on the approved timeline of the supplier				
	articles and 2 videos for IG				
	ning payment inclusive of VAT				
9th Payment - Base	d on the approved timeline of the supplier				
Submission of 2 articl CITEM team.	es and sharing of Best Practices with the				
2% of the total remai	ning payment inclusive of VAT				
The following deducti	ions shall be imposed on below par				
	vill cause delay in delivery, poor execution				
of work, substandard	quality of services or non-compliance				
with the project outp	uts as indicated in these terms of				
reference resulting in	a fair to satisfactory performance rating:				
Adjectival Rating	Percentage Deduction from Total Contr (PHP600,000.00/VAT Inclusive)	acted Amount			
Satisfactory	10%				
Fair	15%				
Poor	No Payment and subject to revocation of	f contract			
B.S. FY 2019 & 2020					
TOTAL AMOUNT IN WORDS:	SIX HUNDRED THOUSAN	VD PESOS		Php 600,000.00	
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CONFORME:

Very truly pours, June Hendriff
JAINE ANTONIO S. SANDOVAL

Head, STREDO/Procurement

BUR No. 1P-20100647

DATE

10/13/2020

Php 600,000.00

DC, Controllership Div.

Approved by PAULINA SUACO UAN

Recommende

Executive Director

ARTURO CRUZ DIMAANO

Department Manager III