



**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>2020-0080</b>	JO Date: <b>10/20/2020</b>	PAGE <b>1/3</b>
PR No.: <b>2020-0270</b>	PR Date: <b>09/08/2020</b>	

CONTRACTOR/SUPPLIER <b>ODV CREATIVE MEDIA INC/</b>	DELIVERY TERM .....
ADDRESS <b>X2 CREATIVE LTD</b>	PAYMENT TERM .....
.1006, 88 Corporate Center, Sedeno Street, Salcedo Village, Makati City	PLACE OF DELIVERY .....
MODE OF PROCUREMENT <b>OVERSEAS PROCUREMENT</b>	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 AN ONLINE EVENT PLATFORM PROVIDER FOR THE PHILIPPINE'S INSTITUTIONAL PARTICIPATION IN CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2020</b>  <b>ONLINE EVENT PLATFORM PROVIDER DELIVERABLES</b> 1. Website development, including sitemap; 2. Purchase of Chinese domain: www.foodphilippines.cn, ownership of which is under CITEM; 3. Development of content for the website (outside of Project Amelia of CITEM); 4. Secured hosting for www.foodphilippines.cn for a minimum of two (2) months; 5. Creation of a landing page that would lead onto exhibitors pages on the website; 6. Provision for 40 Premium Zoom accounts for companies with interpretation embedded in the program (for one month); 7. Submit and prepare one post event analytics report; 8. Customization of content for the eight (8) interactive screens; 9. Creation of 2 videos: Omni video and Highlights post event video with length of 1 minute and 30 seconds and in high definition format; and, 10. Prepare and submit a report on the above deliverables after the conclusion of the event to CITEM. Along with the official invoice or billing, the submitted report will be the basis for the payment of services.			<b>Php994,000.00</b>
<b>CITEM UNDERTAKINGS</b> CITEM shall be responsible for the following:  1. Orientation on the CIIE project to help the Online Event Platform Provider have a clear appreciation of the tasks at hand; 2. Production of content materials for content development and promotions; 3. Payment of the services of the Online Event Platform Provider as stated below upon submission of the required reports and other proofs of the completion of the project.			

TOTAL AMOUNT IN WORDS:	Php
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*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,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Division

BUR No. CIIE-20100686  
 DATE 10/28/2020  
 AMOUNT Php994,000.00

Recommended by:  
  
**ROWENA D. MENDOZA**  
 OIC-DM, Operations Group 2

CONFORME:  
  
**Richard J. Alarcon**  
 Name & Signature of Contractor/Supplier  
 Date \_\_\_\_\_

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

Approved by:  
  
**PAULINA SUACO-JUAN**  
 Executive Director



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**HIRING OF AN ONLINE EVENT PLATFORM PROVIDER FOR THE PHILIPPINE'S INSTITUTIONAL PARTICIPATION IN CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2020**

**BUDGET**

The awarded amount for this project is **Php994,000.00 inclusive of all taxes** to be charged to CITEM budget allocated for CIIE 2020.

**PAYMENT TERMS**

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

MILESTONES	PAYMENT %
Upon completion of the online platform services	<b>80%</b>
Submission of accomplishment/analytics reports 20%	<b>20%</b>
<b>TOTAL</b>	<b>100%</b>

**PROPOSED TIMELINE**

TIMELINE	ACTIVITY
<b>4<sup>th</sup> week of September 2020</b>	Preparation/approval of PR and TOR
<b>2<sup>nd</sup> week of October 2020</b>	Deadline of Submission of Bids, Opening of Bids, and awarding of bids
<b>3<sup>rd</sup> week of October 2020</b>	Construction of website, uploading of digital assets
<b>4<sup>th</sup> week October 2020 – 26 October</b>	Target date for platform to go live
<b>05 – 10 November 2020</b>	CIIE Event Dates - Physical and Virtual Exhibit
<b>3<sup>rd</sup> week – 4<sup>th</sup> week of November 2020</b>	Submission of Reports

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

*Jaime Antonio S. Sandoval*  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Division

CONFORME:

*Richard J. Alarcon*  
**Richard J. Alarcon**  
 Name & Signature of Contractor/Supplier

Date

BUR No. CIIE-20100686  
 DATE 10/28/2020  
 AMOUNT Php994,000.00

Recommended by:

*Rowena D. Mendoza*  
**ROWENA D. MENDOZA**  
 OIC-DM, Operations Group 2

Approved by:

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

*Paulina Suaco-Juan*  
**PAULINA SUACO-JUAN**  
 Executive Director



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<b>REPORTS</b>			
The following reports shall be generated from the Platform:			
a. Exhibitors - All information about the exhibitors that were uploaded into the Platform b. Buyers who registered - All information about the buyers that were uploaded into the Platform c. Meetings - requests sent, requests received, confirmed, completed d. List of attendees to tracks e. Business cards "dropped" by registered buyers into corresponding exhibitors			

TOTAL AMOUNT IN WORDS: <b>NINE HUNDRED NINETY FOUR THOUSAND PESOS</b>	Php <b>994,000.00</b>
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Very truly yours,  <b>JAIME ANTONIO S. SANDOVAL</b> Chief, STREDO & Procurement Division	BUR No. <u>CIIE-20100686</u> DATE <u>10/28/2020</u> AMOUNT <u>Php994,000.00</u>	Recommended by:  <b>ROWENA D. MENDOZA</b> OIC-DM, Operations Group 2
CONFORME:  <b>Richard J. Alarcon</b> Name & Signature of Contractor/Supplier Date _____	Funds Available  <b>MALERNA C. BUYAO</b> Chief, Controllership Division	Approved by:  <b>PAULINA SUACO-JUAN</b> Executive Director