JOB ORDER

CITEM.STR.FR.006

m	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		JO Number:	JO Date:	PAGE	
Crem	Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines ⓒ (632) 831-2201 to 09 ext. 218	HILIPPINES	2020-0130 PR No.: 2020-0372	12/28/2020 PR Date: 11/18/2020	1/7	
CONTRACTOR/SUPPLIER ODV CREATIVE MEDIA INC. ADDRESS 1006, 88 Corporate Center, Sedeno Street, Salcedo Village, Makati City MODE OF PROCUREMENT Small Value Procurement		DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY				

DESCRIPTION QTY/UNIT UNIT PRICE AMOUNT HIRING OF DIGITAL EVENTS PRODUCTION TEAM FOR UTEX DUIL UPDINES NYTEOOD ASIA

TEAM FOR IFEX PHILIPPINES NXTFOOD ASIA 2021 AND SUSTAINABILITY SOLUTIONS EXPO 2021

Requirements and Deliverables

The Production Outfit shall be contracted to manage the overall production of the digital events indicated in the attached calendar (see Annex A). The agency must submit a list of their manpower with the assigned personnel from their company within 1 week upon awarding of the contract.

Deliverable / Manpower	Deliverables
Event Director	Responsible for organizing, mobilizing and/or coordinating the staff, event participants, officials, and administrators for the successful execution of the whole event
Production Coordinators	Responsible for ensuring that the production team meets scheduled timeline of the events in the calendar. This entails a range of oversight work including planning, scheduling, directing and executing production activities for maximum performance of the scheduled events.
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. 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.

TOTAL AMOUNT IN WORDS:

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 <u>1/10 of 1%</u> 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 <u>of the **TOTAL AMOUNT**</u> 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 ANTO Chief, STRED	NIO S. SA	NDOVAL urement Division
CONFORME:	μŋ	Migurate angel Alle gi
	Richard	J. Alarcon
Name		Contractor/Supplier

ne	& Signature of Contractor/Suppli
	March 10, 2021
	Date

 BUR No.
 Digital-20120962

 DATE
 01/28/2021

 AMOUNT
 Php918,000.00

MALERNA C. BUYAO Chief, Controllership Division

Recomm ÓZA A D. MEN **OIC-Operations** Group 2

Appro PAULINA SUACO-JUAN Executive Director him

Php

JOB ORDER

				CITEM.	STR.FR.
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CONTRACTOR/SUPPLIER ODV CREATIVE MEDIA INC.					
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the terms and condi	tions contained	herein. Address all co	orrespondence	e to the Cent	er for
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		Deliverable	es		
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Responsibl software or intended fo CITEM sha Digital Proc	e to asser platform r the ever Il provide duction Te	used in project it. the pegs for th am shall produ	ting key v ne visuals	isuals and the	
Set up, ope	erate, and	maintain the e event whether			ent
	INC. Street, ent the terms and condi- the terms and condi- Responsibl technical en mix or repro- The Digital recommend approval of Responsibl software or intended fo CITEM sha Digital Proo the required Set up, ope	Puyat Avenue 332-3965 INC. Street, PLACE OF ent DATE OF I the terms and conditions contained QTY/UN Responsible to asser technical equipment mix or reproduce sou The Digital Productio recommended sound approval of CITEM. Responsible to asser software or platform of intended for the even CITEM shall provide Digital Production Te the required software Set up, operate, and	AND MISSIONS Puyat Avenue 332-3965 2020-0130 PR No.: 2020-0372 INC. DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY ent DATE OF DELIVERY the terms and conditions contained herein. Address all conditions contained for the event. The Digital Production Team must recommended sound requirements approval of CITEM. Responsible to assemble, operate a software or platform used in project intended for the event. CITEM shall provide the pegs for the Digital Production Team shall prodution Team shall production Team shall production the required software or platform.	AND MISSIONS, Puyat Avenue 332-3965 2020-0130 12/24 Base 2000 PR No.:: PF 2020-0372 11/14 INC. DELIVERY TERM Street, PAYMENT TERM PLACE OF DELIVERY PLACE OF DELIVERY ent DATE OF DELIVERY the terms and conditions contained herein. Address all correspondence QTY/UNIT UNIT PRICE Responsible to assemble, operate and main technical equipment used to record, amplify, mix or reproduce sound. The Digital Production Team must provide a recommended sound requirements for the erapproval of CITEM. Responsible to assemble, operate and main software or platform used in projecting key v intended for the event. CITEM shall provide the pegs for the visuals Digital Production Team shall produce the gut the required software or platform. Set up, operate, and maintain the electronic	AND MISSIONS, Puyat Avenue JO Number: JO Date: Puyat Avenue 2020-0130 12/28/2020 332-3965 PR No.: PR Date: 2020-0372 11/18/2020 INC. DELIVERY TERM Street, PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY ent DATE OF DELIVERY the terms and conditions contained herein. Address all correspondence to the Cent QTY/UNIT UNIT PRICE AMOU QTY/UNIT UNIT PRICE AMOU Previous and conditions contained herein. Address all correspondence to the Cent Deliverables Responsible to assemble, operate and maintain the technical equipment used to record, amplify, enhanc mix or reproduce sound. The Digital Production Team must provide a list of recommended sound requirements for the event for approval of CITEM. Responsible to assemble, operate and maintain the software or platform used in projecting key visuals intended for the event. CITEM shall provide the pegs for the visuals and the Digital Production Team shall produce the graphics of the required software or platform. Set up, operate, and maintain the electronic equipment

TOTAL AMOUNT IN WORDS:

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.

JAIME ANTONIO S. SANDOVAL Chief, STREDO & Procurement Division entenarged poligi CONFORME: Richard J. Alarcon Name & Signature of Contractor/Supplier March 10, 2021

Date

BUR No. Digital-20120962 01/28/2021 DATE

AMOUNT Php918,000.00

Availab MALERNA C. BUYAO Chief, Controllership Division

Recommen ed by R D. MEND perations Group 2 OIC Appro PAULINA SUACO-JUAN

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Executive Director

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CENTER FOR INTERNATIONAL IRADE 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 (632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965 (632) 831-2001 to 09 ext. 218 (632) 831-1368, 832-3965		en, Gil J. Puyat Avenue	dHi I	2020-0130	12/28/2020	
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		PHILIPPINES	2020-0372	11/18/2020		
	ITRACTOR/SUPPLIER ODV CREATIVE ME		DELIVERY	TERM		
ADD	RESS 1006, 88 Corporate Center, Sede Salcedo Village, Makati City	eno Street,		TERM		
MOE	DE OF PROCUREMENT Small Value Procu	rement		DELIVERY		
	se provide/furnish this office the requirements listed below sul national Trade Expositions and Missions (CITEM).	bject to the terms and co	nditions contained	herein. Address all corres	pondence to the Cent	er for
	DESCRIPTION		QTY/UN		E AMOU	NT
TE	RING OF DIGITAL EVENTS PRODUC AM FOR IFEX PHILIPPINES NXTFOOD A 21 AND SUSTAINABILITY SOLUTIONS E 21	ASIA				
	Deliverable / Manpower			<u>Deliverables</u>		
	Scriptwriter		and the hos	am shall provide st in keeping track		
	Digital Kit for Speakers and/or GuestsProvision of a step-by-step process in accessing th platform for the speakers and guests involved in all events. The Digital Events Production Team shall a provide a list of requirements concerning preferred Internet capacity, Lighting, Set-up etc.				nvolved in all th Team shall als ing preferred	
	esponsibilities: Digital Events Production Team					
7.0						
	Designate two (2) project coordinators to ordination with CITEM, during the contra		ely delivery c	of outputs and		
the mi the	Submit an action plan no later than 29 D e necessary logistical requirements, task nimum of three proposed event hosts, ar e production of the events. The action pla IFEX NXTFOOD and SSX and is subject	-specific timeline nd outline of prog an shall also be i	es, and a list grams for the in line with C	with a e execution of ITEM's concept	jement.	
тот	AL AMOUNT IN WORDS:				Php	22
T inspe subje s/he reque from	order is placed subject to the following terms and conditions: The delivery must be made only during office hours to CITEM or as a faction by CITEM-Management Inspection Team and/or the Commis to to the PENALTY of $1/10$ of 1% of the TOTAL VALUE of shall be considered in default and will be liable to pay LIQUIDATM ested and CITEM granted an extension. The contractor/supplier auth any of its receivables from CITEM. The contractor/supplier must pro- rection of the total statement of total statement	ssion on Audit. Rejected di f this ORDER for EACH D ED DAMAGES in the amo horizes CITEM to deduct th	eliveries are to be w AY OF DELAY. In ca bunt of te amount of undelive nd Invoice or Official	ithdrawn and/or replaced im se the contractor/supplier do of the TOTAL AMOU ered portion and to deduct th	mediately. Delay in the bes not deliver within the INT unless the contracto e penalty and liquidated	delivery is due date, pr/supplier
	ME ANTONIO S. SANDOVAL	01/20		Recommended	hundan	
	ef, STREDO & Procurement Division	DAIL		POWENA	D. MENDOZA	
	All and and and	AMOUNT Php91	10,000.00	OIC-Opera	ations Group 2	

AMOUNT Php918,000.00

Richard J. Alarcon

Name & Signature of Contractor/Supplier

March 10, 2021 Date

CONFORME:

Funds Available MALERNA C. BUYAO Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN Executive Director

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			JOB OR CITEM.S	DER STR.FR.006
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MI Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Ava 1300 Pasay City, Metro Manila, Philippines & (632) 831-2201 to 09 ext. 218 📇 (632) 831-1368, 832-3965 Minfo@citem.com.ph 🛞 www.citem.com.ph		JO Number: 2020-0130 PR No.: 2020-0372	JO Date: 12/28/2020 PR Date: 11/18/2020	PAGE - 4/7
CONTRACTOR/SUPPLIER ODV CREATIVE MEDIA INC. ADDRESS 1006, 88 Corporate Center, Sedeno Street Salcedo Village, Makati City MODE OF PROCUREMENT Small Value Procurement Please provide/furnish this office the requirements listed below subject to the terms International Trade Expositions and Missions (CITEM).	DATE OF I	TERM DELIVERY DELIVERY		
DESCRIPTION	QTY/UN		AMOU	NT
 HIRING OF DIGITAL EVENTS PRODUCTION TEAM FOR IFEX PHILIPPINES NXTFOOD ASIA 2021 AND SUSTAINABILITY SOLUTIONS EXPO 2021 Responsibilities: A. Digital Events Production Team 3. Ensure consistency with the overall objectives and CITEM's concept and mandate. 4. Provide and shoulder all costs of necessary person production equipment and setup, and conduct all nece activities to accomplish the agreed upon scope of wor planning and coordination and multimedia and audio- costs incurred relative to any aspect of the event shall Events Production Team; 5. Submit issues and concerns and recommended ne at no additional cost to CITEM; 6. All event preparations and proceedings should be t may not be shared by any other party aside from CITE 7. Attendance of the Digital Events Production Team physical meetings and onsite event productions, as no 	inel, facilities, acc essary preparator k and deliverable visual production. I solely be charge xt steps in relation reated with full co EM; with at least 1-2 re	ommodation, y and other s, i.e., event Any additional to the Digital n with the project onfidentiality and epresentatives to		
TOTAL AMOUNT IN WORDS:			Php	
JAIME ANTONIO S. SANDOVAL Chief, STREDO & Procurement Division CONFORME: Richard J. Alarcon Name & Signature of Contractor/Supplier MaleRN	ejected deliveries are to be w EACH DAY OF DELAY. In ca the amount of deduct the amount of undelive	ithdrawn and/or replaced imr ase the contractor/supplier dou of the TOTAL AMOUI ered portion and to deduct the Receipt with the Job Order u Recommended b REWENA OIC-Opera Approversty: PAULINA Executive	nediately. Delay in the es not deliver within the NT unless the contractor penalty and liquidated pon delivery. D. MENDOZA ations Group 2	delivery is due date, pr/supplier

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CENTER FOR INTERNATIONAL IRADE 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	HILIPPINES	JO Number: 2020-0130 PR No.: 2020-0372	JO Date: 12/28/2020 PR Date: 11/18/2020	PAGE 5/7
CONTRACTOR/SUPPLIER ODV CREATIVE MEDIA INC. ADDRESS 1006, 88 Corporate Center, Sedeno Street, Salcedo Village, Makati City MODE OF PROCUREMENT Small Value Procurement Please provide/furnish this office the requirements listed below subject to the terms and cond	PLACE OF DATE OF I	TERM DELIVERY DELIVERY		
International Trade Expositions and Missions (CITEM).	QTY/UN		E AMOU	NT
 HIRING OF DIGITAL EVENTS PRODUCTION TEAM FOR IFEX PHILIPPINES NXTFOOD ASIA 2021 AND SUSTAINABILITY SOLUTIONS EXPO 2021 Responsibilities: A. Digital Events Production Team 8. An initial draft of the post-event report should be submitted days after the event. A full and final post-event report with ful should be submitted to CITEM within thirty (30) days after the B. CITEM 1. Provide all information and materials needed to accompliss produce series of events for IFEX NXTFOOD and SSX; 2. Review and approve all materials and deliverables produce Production Team; 3. Provide at least two (2) support staff to coordinate with the 4. Provide necessary pre-work and post-work files, materials resources to the assigned project coordinator/s; and 5. Provide inputs and direction on the desired documentation has been submitted. 	Il event doo e event. In the scop e Digital Pro	cumentation e of work and Digital Events oduction Team; on and necessary		
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 inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is inspection. The contractor/supplier must present a Delivery Receipt and Very truly yours, Very truly yours, BUR No. Digital-	veries are to be w of DELAY. In can nt of amount of undelive Invoice or Official 20120962 2021 8,000.00	ithdrawn and/or replaced im ise the contractor/supplier do of the TOTAL AMOU ered portion and to deduct th Receipt with the Job Order of Recommended BOWENA OIC-Opera Approvedoy: PAULINA	mediately. Delay in the nes not deliver within the NT unless the contracture penalty and liquidated upon delivery. by: D. MENDOZA tions Group 2 SUACOJUAN	delivery is due date, pr/supplier

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS A Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. P 1300 Pasay City, Metro Manila, Philippines (632) 831-2201 to 09 ext. 218 G (632) 831-1368, 832 G info@citem.com.ph www.citem.com.ph	uyat Avenue	JO Number: 2020-0130 PR No.: 2020/0372	JO Date: 12/28/2020 PR Date: 11/18/2020	PAGE 6/7
CONTRACTOR/SUPPLIER ODV CREATIVE MEDIA I ADDRESS 1006, 88 Corporate Center, Sedeno S Salcedo Village, Makati City MODE OF PROCUREMENT Small Value Procurement Please provide/furnish this office the requirements listed below subject to th	treet, PAYMEN PLACE C DATE OF	T TERM T TERM OF DELIVERY		
International Trade Expositions and Missions (CITEM). DESCRIPTION	ΟΤΥ/υ		E AMOU	NT
HIRING OF DIGITAL EVENTS PRODUCTION TEAM FOR IFEX PHILIPPINES NXTFOOD ASIA 2021 AND SUSTAINABILITY SOLUTIONS EXPO 2021 Period of Engagement The Digital Events Production Team shall be con August 2021 (9 months) with a minimum number Budget The awarded amount for this project is NINE HU (P918,000.00) only, inclusive of taxes and other Corresponding Deductions/Penalties The Digital Events Production team to be engage from the total amount of payment should the even	of 25 and a maximum NDRED EIGHTEEN applicable charges (e	m of 35 digital eve THOUSAND PES e.g. bank charges esponding deduct	nts. O S etc.).	
PARTICULARS				
Production of less than 25 events	5% Deduc	tion of the total co	ntract amount	
Production of less than 15 events	10% Deduc	ction of the total co	ontract amount	

TOTAL AMOUNT IN WORDS:

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Very truly yours,

JAIME ANTONIO S. SANDOVAL Chief, STREDO & Procurement Division

CONFORME:

Richard J. Alarcon Name & Signature of Contractor/Supplier

March 10, 2021 Date

BUR No. Digital-20120962 01/28/2021 DATE

AMOUNT Php918,000.00

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

Recomme NA D. MENDOZA **OIC-Operations Group 2**

Approve PAULINA SUACO-JUAN Executive Directo him

Php

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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 (632) 831-1368, 832-3965 (632) 831-1368, 832-3965		JO Number: 2020-0130 PR No.: 2020-0372	JO Date: 12/28/2020 PR Date: 11/18/2020	PAGE 7/7
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DESCRIPTION	QTY/UNI	T UNIT PRICE	AMOU	NT
 TEAM FOR IFEX PHILIPPINES NXTFOOD ASIA 2021 AND SUSTAINABILITY SOLUTIONS EXPO 2021 Terms and Conditions 1. All multimedia content and original materials (raw and edit produced in conjunction with this event management contract with full and exclusive rights, relative to the future use thereo internationally. This should be submitted to CITEM in a portathe winning bidder. 2. All materials produced by the winning bidder should be orimandate. 3. The winning Digital Production Team shall be subject to tha according to the effectiveness of delivery of any part or phas reserves the right to terminate the services of the winning bid deliverables be unsatisfactory. 	t shall be o f both in the ble hard dr ginal and a e assessm e of the pro lder should	wned by CITEM, e Philippines and ive/s provided by ligned with CITEI ent by CITEM oject. CITEM any part of the	VI's	0.00
		TOUGAND FESU	5 10,00	
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 a inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delive subject to the PENALTY of <u>1/10 of 1%</u> of the TOTAL VALUE of this ORDER for EACH DAY s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the a	reries are to be wi OF DELAY. In cas t of	thdrawn and/or replaced imm se the contractor/supplier doe of the TOTAL AMOU	nediately. Delay in the es not deliver within the NT unless the contract	delivery is due date, or/supplier

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 iteracy phig.

CONFORME:

Richard J. Alarcon Name & Signature of Contractor/Supplier

March 10, 2021 Date

BUR No. Digital-20120962 01/28/2021 DATE AMOUNT Php918,000.00

Funds Available: MALERNA C. BUYAO Chief, Controllership Division

Recommended by: ROWENA D. MENUOZA CIC-Operations Group 2 07A

Approved PAULINA SUACO-JUAN Executive Director them,