



**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>2020-0130</b>	JO Date: <b>12/28/2020</b>	PAGE <b>1/7</b>
PR No.: <b>2020-0372</b>	PR Date: <b>11/18/2020</b>	

CONTRACTOR/SUPPLIER <b>ODV CREATIVE MEDIA INC.</b>	DELIVERY TERM
ADDRESS <b>1006, 88 Corporate Center, Sedeno Street, Salcedo Village, Makati City</b>	PAYMENT TERM
MODE OF PROCUREMENT <b>Small Value Procurement</b>	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
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**HIRING OF DIGITAL EVENTS PRODUCTION TEAM FOR IFEX PHILIPPINES NXTFOOD ASIA 2021 AND SUSTAINABILITY SOLUTIONS EXPO 2021**

Php918,000.00

**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.

<u>Deliverable / Manpower</u>	<u>Deliverables</u>
<b>Event Director</b>	Responsible for organizing, mobilizing and/or coordinating the staff, event participants, officials, and administrators for the successful execution of the whole event
<b>Production Coordinators</b>	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.
<b>Technical or Streaming Directors</b>	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:	Php
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Very truly yours,

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

BUR No. **Digital-20120962**

DATE **01/28/2021**

AMOUNT **Php918,000.00**

Recommended by:

**ROWENA D. MENDOZA**  
 OIC-Operations Group 2

CONFORME:

**Richard J. Alarcon**

Name & Signature of Contractor/Supplier

March 10, 2021

Date

Funds Available:

**MALERNA C. BUYAO**  
 Chief, Controllership Division

Approved by:

**PAULINA SUACO-JUAN**  
 Executive Director



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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 \_\_\_\_\_  
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**HIRING OF DIGITAL EVENTS PRODUCTION TEAM FOR IFEX PHILIPPINES NXTFOOD ASIA 2021 AND SUSTAINABILITY SOLUTIONS EXPO 2021**

<u>Deliverable / Manpower</u>	<u>Deliverables</u>
<b>Audio Spinners</b>	Responsible to assemble, operate and maintain the technical equipment used to record, amplify, enhance, mix or reproduce sound.  The Digital Production Team must provide a list of recommended sound requirements for the event for approval of CITEM.
<b>Visual Designers and Audio Spinners</b>	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 with the required software or platform.
<b>Tech Operator</b>	Set up, operate, and maintain the electronic equipment used to transmit the event whether via pre-recorded videos and/or live streaming. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. Operate transmitter to broadcast radio or television programs.

TOTAL AMOUNT IN WORDS:

Php

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 Chief, STREDO & Procurement Division

CONFORME:

Richard J. Alarcon  
 Name & Signature of Contractor/Supplier

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Date

BUR No. Digital-20120962

DATE 01/28/2021

AMOUNT Php918,000.00

Funds available

MALERNA C. BUYAO  
 Chief, Controllership Division

Recommended by:

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 O/C-Operations Group 2

Approved by:

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 Executive Director



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**HIRING OF DIGITAL EVENTS PRODUCTION TEAM FOR IFEX PHILIPPINES NXTFOOD ASIA 2021 AND SUSTAINABILITY SOLUTIONS EXPO 2021**

<u>Deliverable / Manpower</u>	<u>Deliverables</u>
<b>Scriptwriter</b>	Digital Production Team shall provide scripts for the speakers and the host in keeping track of the whole program.
<b>Digital Kit for Speakers and/or Guests</b>	Provision of a step-by-step process in accessing the platform for the speakers and guests involved in all the events. The Digital Events Production Team shall also provide a list of requirements concerning preferred Internet capacity, Lighting, Set-up etc.

**Responsibilities:**

**A. Digital Events Production Team**

- Designate two (2) project coordinators to ensure the timely delivery of outputs and coordination with CITEM, during the contract period.
- Submit an action plan no later than 29 December 2020. The action plan must include the necessary logistical requirements, task-specific timelines, and a list with a minimum of three proposed event hosts, and outline of programs for the execution of the production of the events. The action plan shall also be in line with CITEM's concept of IFEX NXTFOOD and SSX and is subject to the review and approval of CITEM Management.

TOTAL AMOUNT IN WORDS:	Php
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 Chief, STREDO & Procurement Division

CONFORME:

Richard J. Alarcon

Name & Signature of Contractor/Supplier

March 10, 2021

Date

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DATE 01/28/2021

AMOUNT Php918,000.00

Funds Available

MALERNA C. BUYAO  
 Chief, Controllership Division

Recommended by:

ROWENA D. MENDOZA  
 OIC-Operations Group 2

Approved by:

PAULINA SUACO JUAN  
 Executive Director



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 Chief, STREDO & Procurement Division

CONFORME:

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BUR No. Digital-20120962

DATE 01/28/2021

AMOUNT Php918,000.00

Funds Available:

**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:

**ROWENA D. MENDOZA**  
 OIC-Operations Group 2

Approved by:

**PAULINA SUACO-JUAN**  
 Executive Director



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PARTICULARS	DEDUCTION
Production of less than 25 events	5% Deduction of the total contract amount
Production of less than 15 events	10% Deduction of the total contract amount

TOTAL AMOUNT IN WORDS:	Php
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AMOUNT Php918,000.00

Funds available:

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TOTAL AMOUNT IN WORDS: **NINE HUNDRED EIGHTEEN THOUSAND PESOS**      Php 918,000.00

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