



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: 2020-0131	JO Date: 12/28/2020	PAGE 1/4
PR No.: 2020-0376	PR Date: 11/16/2020	

CONTRACTOR/SUPPLIER **DISSIDENT MOVEMENT, INC.**
 ADDRESS **63 Dalton St., Filinvest Homes East, Barangay Mayamot, Cainta Rizal**
 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 MULTIMEDIA PRODUCTION COMPANY FOR CITEM CORPORATE AVP

Php696,432.00

DELIVERABLES AND SCOPE OF WORK

The Multimedia Production Company shall come up with a full blown CITEM corporate AVP with motion graphics for SSX with the following video iterations:

- 1 CITEM AVP Mother Video (2 minutes max) with 30-sec short version
- 1 Video on Food and Beverage Industry (1 minute – 45 sec) with 10-sec supercut
- 1 Video on Home and Fashion Industry (1 minute – 45 sec) with 10-sec supercut
- 1 Video on Creative Industry (1 minute – 45 sec) with 10-sec supercut
- 1 Video on Sustainability Industry (1 minute – 45 sec) with 10-sec supercut
- Provision of stock images/videos for Sustainability and Creative Industry

The Multimedia Production Company is expected to adhere on the following phases of video production:

Milestone	Date
CITEM Briefing about Requirement	1 week after the issuance of Notice to Proceed
Submission of Storyboard	1 month after briefing
Submission of Mother Video	2 months after the briefing
Submission of videos for the Food and Beverages and Home and Fashion Industries	3 months after the briefing
Submission of video for the Creative and Sustainability Industries	4 months after the briefing

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,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division
 CONFORME:

Therese Gopez 02/23/2021
 Name & Signature of Contractor/Supplier
 Date

BUR No. IP-20120960
 DATE 01/28/2021
 AMOUNT Php696,432.00
 Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

CHARLES AAMES BAUTISTA
 Department Manager III, CCSD
 Approved by:

PAULINA SUACO-JUAN
 Executive Director



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: 2020-0131	JO Date: 12/28/2020	PAGE 2/4
PR No.: 2020-0376	PR Date: 11/16/2020	

CONTRACTOR/SUPPLIER <u>DISSIDENT MOVEMENT, INC.</u>	DELIVERY TERM _____
ADDRESS <u>63 Dalton St., Filinvest Homes East, Barangay Mayamot, Cainta Rizal</u>	PAYMENT TERM _____
MODE OF PROCUREMENT <u>Small Value Procurement</u>	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
<p>HIRING OF MULTIMEDIA PRODUCTION COMPANY FOR CITEM CORPORATE AVP</p> <p>The Multimedia Production Company must submit to CITEM its accomplished material and raw multimedia assets in a 1-TB hard drive.</p> <p>RESPONSIBILITIES OF THE SERVICE PROVIDER</p> <ol style="list-style-type: none"> To conduct an alignment and coordination meeting with CITEM representatives on/before two (2) working days after the issuance of job order (JO). Submit an AVP outline proposal with storyboard, key visuals, production timeline and breakdown of expenses, subject to the approval of CITEM Management. The proposal must be submitted on/before ten (10) working days after the service provider received the visual assets from CITEM to make the AVP. To edit and modify all and each of the multimedia material produced during the period of engagement up to three (3) maximum number of revisions with no cost to CITEM. To handle and shoulder all the necessary logistical requirement and expenses of its own production staff in conducting meetings and post-production activities with no cost to CITEM. To efficiently and effectively implement the scope of work/deliverables and ensure, at least, a very satisfactory delivery of the deliverables stipulated/required; 			

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,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. IP-20120960
 DATE 01/28/2021
 AMOUNT Php696,432.00

Recommended by:

CHARLES AAMES BAUTISTA
 Department Manager III, CCSD

CONFORME:

 Therese Gopez 02/23/2021
 Name & Signature of Contractor/Supplier
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director



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:
2020-0131
PR No.:
2020-0376

JO Date:
12/28/2020
PR Date:
11/16/2020

PAGE
3/4

CONTRACTOR/SUPPLIER DISSIDENT MOVEMENT, INC.
 ADDRESS 63 Dalton St., Filinvest Homes East, Barangay Mayamot, Cainta Rizal
 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 MULTIMEDIA PRODUCTION COMPANY FOR CITEM CORPORATE AVP RESPONSIBILITIES OF CITEM

- To coordinate with and assist the service provider/contractor in facilitating access to all production locations, if needed; This includes turning over the relevant visual assets to the service provider to make the AVP.
- To exclusively keep the rights and ownership of all materials produced by reason of this engagement/contract; and to penalize, if deemed necessary or deduct from the contract price if violations are incurred, such as delay in delivery, reduction in quality of service of non-compliance to the project guidelines, among others.

PAYMENT TERMS

The expenses shall be charged to Institutional Promotions – Corporate Communications (IP CorpComm) budget. The awarded amount for this project is **SIX HUNDRED NINETY SIX THOUSAND FOUR HUNDRED THIRTY TWO PESOS (Php696,432.00)**, inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process. The payment scheme is as follows:

Output/Milestone	Payment Schedule	Payment %
Approval of AVP Concept and Storyboard with shoot timeline	Thirty (30) working days after submission of out.	30%
Turnover of long-form and short-form mother video.		30%
Turn over of industry-focus iterations and raw multimedia assets		40%
TOTAL		100%

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,

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

Therese Gopez 02/23/2021
 Name & Signature of Contractor/Supplier
 Date

BUR No. IP-20120960
 DATE 01-28-2021
 AMOUNT Php696,432.00

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

Recommended by:
Charles Aames Bautista
CHARLES AAMES BAUTISTA
 Department Manager III, CCSD

Approved by:
Paulina Suaco-Juan
PAULINA SUACO-JUAN
 Executive Director



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:

2020-0131

JO Date:

12/28/2020

PAGE

4/4

PR No.:
2020-0376

PR Date:
11/16/2020

CONTRACTOR/SUPPLIER DISSIDENT MOVEMENT, INC.
 ADDRESS 63 Dalton St., Filinvest Homes East,
Barangay Mayamot, Cainta Rizal
 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 MULTIMEDIA PRODUCTION COMPANY FOR CITEM CORPORATE AVP

OTHER TERMS AND CONDITIONS

- All multimedia content and original materials conceptualized and produced in conjunction with this AVP shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.
- Requirements in the contract that were not implemented for whatever reason shall also be revised or modified by the winning agency and at no cost on the part of CITEM and for the purpose of modifying said segment(s) for future implementation.
- Should CITEM find cause to rescind or terminate the campaign, CITEM may negotiate the contract starting with the second lowest calculated/highest rated bidder for the project, in consideration of the bidder's original bid price. If the negotiation fails again and in cases where there are no other bidders, a shortlist of a least (3) eligible agencies shall be invited to submit their bids, and negotiations shall be made starting with the lowest calculated/highest rated bidder.

Period of Engagement

The service firm shall be contracted within a period of four (4) months after Notice of Award has been issued.

TOTAL AMOUNT IN WORDS:	SIX HUNDRED NINETY SIX THOUSAND FOUR HUNDRED THIRTY TWO PESOS	Php 696,432.00
------------------------	---	----------------

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,

 JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. IP-20120960
 DATE 01/28/2021
 AMOUNT Php696,432.00

Recommended by:

 CHARLES AAMES BAUTISTA
 Department Manager III, CCSD

CONFORME:

 Therese Gopez 02/23/2021
 Name & Signature of Contractor/Supplier
 Date

Funds Available

 MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

 PAULINA SUACO-JUAN
 Executive Director