



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: 2020-0132	JO Date: 12/28/2020	PAGE 1/3
PR No.: 2020-0377	PR Date: 11/16/2020	

CONTRACTOR/SUPPLIER OFF THE GRID PUBLISHING, INC.	DELIVERY TERM _____
ADDRESS Unit 405 Praxedes Place, 5 East Capitol Cor. Sta. Rosa St. Brgy. Kapitolyo, Pasig City.	PAYMENT TERM _____
MODE OF PROCUREMENT Small Value Procurement	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 CONTENT DEVELOPER AND PUBLISHER FOR CITEM'S 2018 AND 2019 ANNUAL REPORTS</p> <p>SERVICE PROVIDER DELIVERABLES</p> <p>Annual Report for 2018 and 2019</p> <p>The service provider must execute the copywriting and layout to produce digital layout and a print-ready document of CITEM's 2018 and 2019 Annual Reports, subjected to the approval of CITEM Management.</p> <p>The outline of the documents must at least contain, but not limited, to the following content:</p> <ul style="list-style-type: none"> - CITEM 2018 and 2019 Annual Accomplishment Report Executive Summary. - Brief Overview of Board Mandate, Mission, Vision, Core Values and Corporate Quality Policy. - Brief Overview of CITEM 2018 and 2019 Projects all over the world and Corporate Governance. - Reports on each of CITEM's signature events and OTF participations. - CITEM Good Governance and Risk Assessment Programs. - CITEM Accomplishment of 2018 and 2019 GCG Targets. - CITEM CSR, if applicable. - CITEM Capacity Building and Training Programs for Employees. - CITEM Financial Report - CITEM Board of Governors - CITEM Corporate Structure <p>The service provider shall produce an online content with accompanying graphics for each annual report which can be laid out and integrated on CITEM's corporate website, as well as a print-ready document file with the following minimum size specifications per page: 8 ¼ x 11 ¾. The content made for the reports must be submitted via a universal serial bus (USB) drive in an editable and print-ready pdf or .epub format file, together with all relevant project files.</p>			Php851,200.00

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
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

Ma. Carmina Rosario C. Marquez
MA. CARMINA ROSARIO C. MARQUEZ
 Name & Signature of Contractor/Supplier
FEBRUARY 23, 2021
 Date

BUR No. IP-20121006
 DATE 02/01/2021
 AMOUNT Php851,200.00

Funds Available:
Ma. Lerna 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



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HIRING OF CONTENT DEVELOPER AND PUBLISHER FOR CITEM'S 2018 AND 2019 ANNUAL REPORTS

SERVICE PROVIDER RESPONSIBILITIES

The service provider for the CITEM 2018 and 2019 Annual Reports shall adhere the following responsibilities:

- Review reports and other materials to be provided by the CITEM Management.
- Interview CITEM personnel in coordination with CITEM Management for additional information or clarification (if necessary).
- Proofread and edit the materials that the CITEM Management will be providing.
- Produce graphics and visuals, if necessary, for CITEM 2018 and 2019 Annual Reports.
- Adhere to working timeline as stipulated under the period of engagement.
- Give revisions to content and design of the 2018 and 2019 based on CITEM Management's feedback and corrections. CITEM Management is entitled to three (3) free-of-charge revisions per Annual Report.

PERIOD OF ENGAGEMENT

The service provider shall be contracted within four (4) months after the Notice of Award has been issued.

BUDGET AND PAYMENT TIMELINE

The awarded amount for this contract is EIGHT HUNDRED FIFTY ONE THOUSAND TWO HUNDRED PESOS (Php851,200.00) from CITEM's Institutional Promotions – Corporate Communications (IPCorpComm) budget, inclusive of all applicable taxes. The payment scheme is as follows:

Output/Milestone	Payment
Thirty (30 days) after submission of CITEM 2018 Annual Report	40%
Thirty (30 days) after submission of CITEM 2019 Annual Report	60%
TOTAL	100%

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

MA. CARMINA ROSARIO C. MARQUEZ

Name & Signature of Contractor/Supplier

FEBRUARY 23, 2021

Date

BUR No. IP-20121006

DATE 02/01/2021

AMOUNT Php851,200.00

Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

CHARLES AAMES BAUTISTA
 Department Manager III, CCSD

Approved by:

PAULINA SUACO JUAN
 Executive Director



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HIRING OF CONTENT DEVELOPER AND PUBLISHER FOR CITEM'S 2018 AND 2019 ANNUAL REPORTS AGREEMENT BETWEEN PARTIES In addition to stipulations within the contract, it is understood that the service provider agrees on the following upon his/her submission of proposal/bid to CITEM that there be a Non-Disclosure Agreement between CITEM and the contracted party; and CITEM reserves the right to impose penalty if performance is unsatisfactory, if work/output is incomplete, not delivered or failed to meet deadline/s set.			

TOTAL AMOUNT IN WORDS: **EIGHT HUNDRED FIFTY ONE THOUSAND TWO HUNDRED PESOS** Php 851,200.00

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Very truly yours,

[Signature]
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

[Signature]
MA. CARMINA ROSARIO C. MARQUEZ
 Name & Signature of Contractor/Supplier
FEBRUARY 23, 2021
 Date

BUR No. IP-20121006
 DATE 02/01/2021
 AMOUNT Php851,200.00

Funds Available:
[Signature]
MALERNA C. BUYAO
 Chief, Controllership Division


Recommended by:
[Signature]
CHARLES AAMES BAUTISTA
 Department Manager III, CCSD

Approved by:
[Signature]
PAULINA SUACO-JUAN
 Executive Director

MEMORANDUM

For : 
EXECUTIVE DIRECTOR PAULINA SUACO-JUAN

Copy : BIDS AND AWARDS COMMITTEE 

From : 
CHARLES AAMES BAUTISTA
 Department Manager, CCSD 

Date : 27 May 2021

Subject : **Contract Implementation on the Hiring of Multimedia Production Company for CITEM 2018 and 2019 Annual Reports**

This refers to the period of engagement indicated on the attached signed Job Order (JO) for the Hiring of Multimedia Production Company for CITEM Annual Reports 2018 and 2019.

The adjustment is being requested because CITEM was not able to conduct an onboarding meeting right away as it was contingent on the availability and indexing of materials pertinent to the deliverables of Off the Grid, which are the Annual Reports 2018 and 2019.

We are humbly requesting to change the period of engagement indicated on the Job Order.

FROM	TO
Period of Engagement The service firm shall be contracted within a period of four (4) months after *Notice of Award has been issued	Period of Engagement The service firm shall be contracted within the period of 4 months after the supplier was formally onboarded. (March 9, 2021 until July 9, 2021)

**The Notice of Award (NOA-2020-0150) dated 17 December 2020 was issued to Off the Grid Publishing, Inc. last 26 January 2021.*

The adjustment is to ensure the quality of materials that both CITEM and the suppliers will submit. The proposed contract modification shall not incur any additional or reduction in cost, and Off the Grid agrees to comply with the listed variations of the contract within the agreed timetable and other terms of the contract. This memo shall form part and/or supplemental to the JO order number 2020-0132 dated December 28, 2020.

For your kind consideration and approval please.

Thank you.