



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: 2020-0135	JO Date: 01/08/2021	PAGE 1/6
PR No.: 2020-0416	PR Date: 11/23/2020	

CONTRACTOR/SUPPLIER SLINGSHOT MANILA, INC.	DELIVERY TERM
ADDRESS 3/F PNB Legazpi-Sotto Bldg., Legazpi & Sotto Sts., San Lorenzo, Makati City	PAYMENT TERM
MODE OF PROCUREMENT SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES	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 COMMUNICATIONS AND CONTENT DIRECTOR AND PRODUCER FOR CREATE PHILIPPINES 2021			PHP 4,869,931.29

SCOPE OF WORK AND DELIVERABLES

Development of Communication Strategy and Content Direction	<ol style="list-style-type: none"> 1. Assess the existing communication and strategy of CREATE Philippines and similar initiatives in consultation with the project team and provide a comparative analysis on its audience impact; 2. Based on the above analysis, pitch a communication strategy and content direction for CREATE Philippines, and its execution in social media, website, and its digital events, the State of the Creative Nation Forum, among others; 3. Propose a Project Management Organizational Structure that outlines the roles and assigned staff that will handle CITEM's requirement. The organizational structure must include a Director and a Project Manager, who will be the primary point persons for CITEM; lifestyle, event, or advertising photographers; and content creators to contribute in the content production; 4. The Director shall act as editor and must be able to exchange ideas with CITEM and answer content concerns. The Project Manager must be able to operationalize content production, making sure deadlines are met, quality standards are kept, and all parties concerned are updated;
Development of Digital Event	<ol style="list-style-type: none"> 1. Develop the name and overall theme/direction of the State of the Creative Nation Forum for 2021 2. Provide input and recommendations on the event components of the State of the Creative Nation Forum, such as, but not limited to its program, topics, speakers and intermission activities. 3. Connect CITEM to industry experts, leaders, and professionals who may be tapped as partners, featured artists, speakers, etc.

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,

BUR No. **DIGITAL-20120959**

Recommended by:

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

DATE **01/27/2021**

CHARLES AAMES BAUTISTA
 Department Manager III, CCSD

CONFORME:

AMOUNT **PHP 4,869,931.29**

Approved by:

Kristeen B. Blanco

Funds Available:
MALERNA C. BUYAO
 Chief, Controllership Division

PAULINA SUACO-JUAN
 Executive Director

Name & Signature of Contractor/Supplier

March 8, 2021

Date



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: 2020-0135	JO Date: 01/08/2021	PAGE 2/6
PR No.: 2020-0416	PR Date: 11/23/2020	

CONTRACTOR/SUPPLIER **SLINGSHOT MANILA, INC.**
 ADDRESS **3/F PNB Legazpi-Sotto Bldg., Legazpi & Sotto Sts., San Lorenzo, Makati City**
 MODE OF PROCUREMENT **SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES**

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 COMMUNICATIONS AND CONTENT DIRECTOR AND PRODUCER FOR CREATE PHILIPPINES 2021

SCOPE OF WORK AND DELIVERABLES

Development of Digital Platform	<ol style="list-style-type: none"> Lead and execute the design and development of the CREATE Philippines website, from the planning stage up until its official launch. Pitch wireframe, user experience (UX), and user interface (UI) for the CREATE Philippines website, oriented towards content aggregation, content creation, and hosting of original content such as articles, photos, and videos. Present a development plan and timeline for the CREATE Philippines website, and assign specific experts who will coordinate with the Project Team regarding technical and creative requirements for the website. Conduct regular update meetings with the Project Team regarding the progress of development.
Content Aggregation, Curation and Management	<ol style="list-style-type: none"> Lead the implementation of the content strategy for the CREATE Philippines website: a. Research, identify, and curate a selection of third-party content or original content (in the form of articles, videos, and images) that may be posted on the website and circulated on social media. (Minimum of two (2) pieces of content per week). Oversee the implementation of the content strategy for CREATE Philippines social media accounts: a. Research and share leads on potential content to the CREATE Philippines community managers; b. Regularly coordinate with CREATE Philippines' community managers and monitor social media accounts to ensure that content to be published is consistent and well-curated. Provide input and recommendations, when necessary, on materials created by CITEM for the implementation of the approved plan;

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. **DIGITAL-20120959**
 DATE **01/27/2021**
 AMOUNT **PHP 4,869,931.29**

Recommended by:

CHARLES AAMES BAUTISTA
 Department Manager III, CCSD

CONFORME:

Kristeen B. Blanco
 Name & Signature of Contractor/Supplier
March 8, 2021
 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:
2020-0135
 PR No.:
2020-0416

JO Date:
01/08/2021
 PR Date:
11/23/2020

PAGE
3/6

CONTRACTOR/SUPPLIER **SLINGSHOT MANILA, INC.**
 ADDRESS **3/F PNB Legazpi-Sotto Bldg., Legazpi & Sotto Sts., San Lorenzo, Makati City**
 MODE OF PROCUREMENT **SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES**

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 COMMUNICATIONS AND CONTENT DIRECTOR AND PRODUCER FOR CREATE PHILIPPINES 2021

SCOPE OF WORK AND DELIVERABLES

	<p>4. Recommend actions and solutions in response to insights and analytics to be provided by CITEM. These recommendations will be used should there be a need to adjust in the content direction in response to the performance of the website and social media posts; and</p> <p>5. Formulate and update editorial/content plans in response to web traffic and analytics.</p>
Original Content Production	<p>1. Produce, develop, and edit 2-3 original content pieces every month within a span of 12 months, for a minimum of 24 original content pieces. The original content produced will be published in the CREATE Philippines website and digital events.</p> <p>2. The format for content pieces includes but are not limited to articles, newsletter, trends, graphics, video, event coverages (safety protocols to be strictly followed) and interviews, among others;</p> <p>3. Include a proposed publishing schedule that builds around the launch of the CREATE Philippines digital event in June 2021; and</p> <p>4. Turn over all coverage reports, data, interviews, photos, videos and all other multimedia materials gathered from the purpose of this contract in a hard drive.</p>

RESPONSIBILITIES OF CITEM

CITEM shall adhere to the following responsibilities:

1. Provide all pertinent data and information needed about the CREATE Philippines project to ensure that the content director and developers will be aligned to CITEM mandate and directions;

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. **DIGITAL-20120959**
 DATE **01/27/2021**
 AMOUNT **PHP 4,869,931.29**

Recommended by:

CHARLES AMES BAUTISTA
 Department Manager III, CCSD

CONFORME:

Krysteen B. Blanco
 Name & Signature of Contractor/Supplier
 March 8, 2021
 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: 2020-0135	JO Date: 01/08/2021	PAGE 4/6
PR No.: 2020-0416	PR Date: 11/23/2020	

CONTRACTOR/SUPPLIER SLINGSHOT MANILA, INC.	DELIVERY TERM _____
ADDRESS 3/F PNB Legazpi-Sotto Bldg., Legazpi & Sotto Sts., San Lorenzo, Makati City	PAYMENT TERM _____
MODE OF PROCUREMENT SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES	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 COMMUNICATIONS AND CONTENT DIRECTOR AND PRODUCER FOR CREATE PHILIPPINES 2021

2. Provide additional news, guest columns or editorials, materials, and links from CITEM partners and affiliates;
3. Oversee content production through the Communications Management Division (CMD);
4. Assign a point person/s from Operations Group 1-Signature Events Team and CMD to coordinate relevant info to the CREATE PH website content team;
5. Submit to the content producer analytics gathered from website and social media performance;
6. Route for review and approval of all content by CMD to the operations and management team before releasing/publishing in the website.

PERIOD OF ENGAGEMENT

The Communications & Content Director and Producer shall be contracted for a period of twelve (12) months upon awarding of bid by CITEM Bids and Awards Committee (BAC).

PROPOSED TIMELINE OF DELIVERABLES

Upon receipt of the Notice to Proceed, the hired content production team should refer and follow the timeline specified below.

Deliverable	Timeline
Pitch concepts and developmental plan for the website, event, and content, including the final name, overall theme/direction, event components (program, track topics, speakers, and intermission activities) of the State of the Creative Nation Forum	One week after receipt of Notice to Proceed
Submit final multimedia content plan based on the agreed direction and concept	One week after concept approval

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. **DIGITAL-20120959**
 DATE **01/27/2021**
 AMOUNT **PHP 4,869,931.29**

Recommended by:

CHARLES AAMES BAUTISTA
 Department Manager III, CCSD

CONFORME:

Kristeen B. Blanco
 Name & Signature of Contractor/Supplier
March 8, 2021
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director

JOB ORDER

CITEM.STR.FR.006



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:	JO Date:	PAGE
2020-0135	01/08/2021	5/6
PR No.: 2020-0416	PR Date: 11/23/2020	

CONTRACTOR/SUPPLIER SLINGSHOT MANILA, INC.	DELIVERY TERM
ADDRESS 3/F PNB Legazpi-Sotto Bldg., Legazpi & Sotto Sts., San Lorenzo, Makati City	PAYMENT TERM
MODE OF PROCUREMENT SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES	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 COMMUNICATIONS AND CONTENT DIRECTOR AND PRODUCER FOR CREATE PHILIPPINES 2021

Deliverable	Timeline
Submit draft of first two content to be uploaded in the website (Format includes but not limited to articles, newsletters, trends, graphics, event coverages, and interviews, among others)	One week after content plan approval
Submit final report with recommendations and conduct debriefing with CITEM Team	30 days after completion of all content requirements agreed upon

PAYMENT TERMS

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

Milestone	Payment
After submission of the proposed communication strategy, and multimedia content direction and plan for CREATE Philippines 2021, including its execution in the website, social media, and events	30%
After submission of the proposed name and overall theme/direction of the State of the Creative Nation Forum, including the event components (program, track topics, speakers, and intermission activities)	
After the launch of CREATE Philippines in June 2021	30%
After submission of mid-term accomplishment report, which includes the post-event evaluation of the State of the Creative Nation Forum	30%
After submission of the final report with recommendations, including a debriefing with CITEM Team	10%
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:

Kristeen B. Blanco
Kristeen B. Blanco

Name & Signature of Contractor/Supplier

March 8, 2021

Date

BUR No. **DIGITAL-20120959**

Recommended by:

DATE **01/27/2021**

Charles Aames Bautista
CHARLES AAMES BAUTISTA
 Department Manager III, CCSD

AMOUNT **PHP 4,869,931.29**

Approved by:

Paulina Suaco-Juan
PAULINA SUACO-JUAN
 Executive Director

Malerna C. Buyao
MALERNA C. BUYAO
 Chief, Controllership Division



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:	JO Date:	PAGE 6/6
2020-0135	01/08/2021	
PR No.:	PR Date:	
2020-0416	11/23/2020	

CONTRACTOR/SUPPLIER SLINGSHOT MANILA, INC.	DELIVERY TERM
ADDRESS 3/F PNB Legazpi-Sotto Bldg., Legazpi & Sotto Sts., San Lorenzo, Makati City	PAYMENT TERM
MODE OF PROCUREMENT SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES	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 COMMUNICATIONS AND CONTENT DIRECTOR AND PRODUCER FOR CREATE PHILIPPINES 2021

BUDGET

The above expense shall be charged to the CREATE Philippines 2020 Digital Budget. The award amount for this requirement is **FOUR MILLION EIGHT HUNDRED SIXTY-NINE THOUSAND NINE HUNDRED THIRTY-ONE PESOS AND TWENTY-NINE CENTAVOS (Php4,869,931.29)**.

AGREEMENT BETWEEN PARTIES:

- The Agency-estimated Approved Budget of Contract (ABC) of Four Million Eight Hundred Seventy Thousand Pesos (Php4,870,000.00) for the project is inclusive of all applicable taxes and other fees as may be incurred in the process.
- In addition to stipulations within the contract, it is understood that the content director and producer agree on the following upon his/her submission of proposal/bid to CITEM:
 - That there is a Non-Disclosure Agreement between CITEM and the contracted party;
 - All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally. This should be submitted to CITEM in a portable hard drive/s provided by the winning bidder;
 - That the content director and producer will ensure that no copyright infringement will occur in the implementation of the project;
 - The bidder shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.

TOTAL AMOUNT IN WORDS: FOUR MILLION EIGHT HUNDRED SIXTY-NINE THOUSAND NINE HUNDRED THIRTY-ONE PESOS AND TWENTY-NINE CENTAVOS	Php4,869,931.29
---	------------------------

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. **DIGITAL-20120959**
 DATE **01/27/2021**
 AMOUNT **PHP 4,869,931.29**

Type text here
 Recommended by:

CHARLES AAMES BAUTISTA
 Department Manager III, CCSD

CONFORME:

Kristeen B. Blanco
 Name & Signature of Contractor/Supplier
March 8, 2021
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director