

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: 2020-0140	JO Date: 02/15/2021	PAGE 1/2
PR No.: 2020P-0424	PR Date: 12/28/2020	

CONTRACTOR/SUPPLIER ALTUM CIRCULAR OPC ADDRESS (CARLO MANUEL DELANTAR) Warehouse 15C, La Fuerza, 2241 Don Chino Roces Ave., Makati City MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY
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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 PROGRAM DIRECTOR FOR THE SUSTAINABILITY SOLUTIONS EXPO 2021 Scope of Work A. Development of Program Direction 1. Provide program direction on the exhibition and special setting, digital conference, and special activities of the show with respect to the sectors covered by the show and CITEM's SSX branding design and sustainability direction; 2. Develop and curate the program/ line-up of topics for the SSX digital activities which includes the Digital Conference during the event, and pre-and/or-post event Knowledge Sharing Sessions (KSS), as deemed appropriate/necessary. Refer to Item A. 6 for the preevent KSS; 3. Ensure cohesiveness of the physical and digital program components as to consistency of the sustainability direction, the event features and programs, and SSX brand; 4. Recommend and provide technical inputs on the application of the SSX brand in the promotion and execution of the various show components, taking into consideration CITEM's mandate, direction, timeline, and resources; 5. Connect the SSX Project Team with relevant individuals or organizations as potential exhibitors, speakers, buyers/ investors/mentors, online content creators/ contributors, visitors, etc. to the show; 6. Conduct a separate two-hour (max.) introductory webinar or KSS to guide Philippine Food and Lifestyle MSMEs in shifting to a Circular Business and to guide CITEM on sustainable practices for event-planning prior to the SSX Conference proper; and 7. Submit to CITEM composite team dedicated to fulfill the said project requirements and other reports necessary to support payments and/or update on progress. B. Content Contribution 1. Share information materials or content leads on Sustainability which are relevant to Philippine MSMEs on food and lifestyle sectors 2. Curate a special selection of content for posting in SSX website and social media accounts 3. Provide guidance in the preparation of text requirements in relation to the technical and promotional materials / platforms needed for the show			Php980,000.00

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
 Chief, STREDO & Procurement Division
 CONFORME:
Carlo Delantar
 Founder, Altum Circular OPC
 Name & Signature of Contractor/Supplier
 April 15, 2021
 Date

BUR No. **SSXPre-20121044**
 DATE **03/01/2021**
 AMOUNT **Php980,000.00**

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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 ADDRESS (CARLO MANUEL DELANTAR)
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 Makati City
 MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM _____
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<p>HIRING OF PROGRAM DIRECTOR FOR THE SUSTAINABILITY SOLUTIONS EXPO 2021</p> <p>Period of Engagement</p> <p>The SSX Program Director shall be engaged upon issuance of the Notice of Award until August 2021.</p> <p>CITEM recognizes the need to collaborate with industry experts and acknowledges the sustainability director's experience on standard industry practices and lead times. The Project Timeline shall be produced based on the agreed final Production Timetable of both CITEM and the Sustainability Program Director. This will serve as a guide, and will be subject to constant review, with the Project Team, in the monitoring of the delivery of the service.</p> <p>Budget and Mode of Payment</p> <p>Approved award for this requirement is NINE HUNDRED EIGHTY THOUSAND PESOS (PHP 980,000) only, inclusive of taxes and other applicable charges (e.g. bank charges, etc.) and will be sourced from the SSX 2020 budget.</p> <p>Schedule of Payment:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Milestone</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>By end of March 2021 or after approval of the program direction on the exhibition, and special setting, digital conference, and special activities of the show with respect to the sectors covered by the show and CITEM's SSX branding design and sustainability direction; to include the conference and KSS concept note with line-up of topics and proposed speakers/partners</td> <td>30%</td> </tr> <tr> <td>By 15 July 2021 or at least seven (7) days after the closing of the SSX hybrid event, or whatever event format may be decided on or before 15 July 2021</td> <td>60%</td> </tr> <tr> <td>After submission of the final report with recommendations, including a debriefing with CITEM Team</td> <td>10%</td> </tr> </tbody> </table>	Milestone	Total Amount	By end of March 2021 or after approval of the program direction on the exhibition, and special setting, digital conference, and special activities of the show with respect to the sectors covered by the show and CITEM's SSX branding design and sustainability direction; to include the conference and KSS concept note with line-up of topics and proposed speakers/partners	30%	By 15 July 2021 or at least seven (7) days after the closing of the SSX hybrid event, or whatever event format may be decided on or before 15 July 2021	60%	After submission of the final report with recommendations, including a debriefing with CITEM Team	10%			
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TOTAL AMOUNT IN WORDS: NINE HUNDRED EIGHTY THOUSAND PESOS Php 980,000.00

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 Executive Director