



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: 2020-0141	JO Date: 02/22/2021	PAGE 1/2
PR No.: 2020P-0460	PR Date: 11/25/2020	

CONTRACTOR/SUPPLIER ODV CREATIVE MEDIA, INC.	DELIVERY TERM _____
ADDRESS 1006, 88 Corporate Center, Sedeno Street, Salcedo Village, 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 ONLINE PLATFORM PROVIDER FOR FOODPHILIPPINES IN CHINA SCOPE OF WORK AND DELIVERABLES The Online Platform Provider shall be responsible for the following 1. Redesign of the FOODPhilippines website following CITEM requirements as prescribed by the Project Team from OG2-OTF through regular meetings; 2. Development of content for the website (outside of Project Amelia of CITEM) for the duration of the engagement as required by the CITEM Project Team including the posting of Press Releases and other materials from CITEM's Overseas Trade Fair (OTF) participations; 3. Secured hosting of www.foodphilippines.cn including tech support and website maintenance for a period of twelve (12) months; 4. Renewal of Chinese domain: www.foodphilippines.cn, ownership of which is under CITEM; 5. Preparation of monthly analytics reports; and, 6. Website turnover to CITEM prior to the conclusion of the engagement CITEM shall be responsible for the following: 1. Orientation on the FOODPhilippines branding to help the Online Event Platform Provider have a clear appreciation of the tasks at hand; 2. Production of content materials for content development and promotions; and, 3. Payment of the services of the Online Event Platform Provider as stated below upon submission of the required reports and other proofs of the completion of the project. PERIOD OF ENGAGEMENT The Online Platform Provider shall be contracted within a period of twelve (12) months upon recommendation of the Bids and Awards Committee (BAC) and awarding of the Head of Procuring Entity (HoPE). Web development for the FOODPhilippines website will begin in January of 2021 upon award and final build of revamped website delivered on the second week of February 2021 (from February 07-13, 2021).			Php950,000.00

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: _____
 Name & Signature of Contractor/Supplier
 March 20, 2021
 Date

BUR No. **CVP-20121025**
 DATE **02/02/2021**
 AMOUNT **Php950,000.00**
 Funds Available
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:
ROWENA D. MENDOZA
 OIC-Operations Group 2
 Approved by:
PAULINA SUACO-JUAN
 Executive Director



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:

2020-0141

JO Date:

02/22/2021

PAGE

2/2

PR No.:

2020P-0460

PR Date:

11/25/2020

CONTRACTOR/SUPPLIER **ODV CREATIVE MEDIA INC.**
 ADDRESS 1006, 88 Corporate Center, Sedeno Street,
 Salcedo Village, 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 ONLINE PLATFORM PROVIDER FOR FOODPHILIPPINES IN CHINA

PROPOSED TIMELINE

Timeline	Activity
3 rd week of January 2021	Awarding of contract/start of engagement
January – December 2021	Production & creation of content and revising & updating of the website as necessary
4 th week of December 2021	Submission of accomplishment report and future digital strategy recommendations

PAYMENT TERMS

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

Milestones	Indicative Schedule	Payment %
Upon submission of studies of the redesign and initial revamp of the FOODPhilippines website	Week of 07-13 February 2021	50%
Upon submission of the analytics report for the sixth month of the engagement	June 2021	30%
Submission of final accomplishment and analytics reports	December 2021	20%

ESTIMATED BUDGET

Description	
	With 15% ASF
1. Website updating and revisions	Php250,000.00
2. Development of content for the website	Php200,000.00
3. Secured hosting for www.foodphilippines.cn for a period of twelve (12) months	Php500,000.00

The above expense shall be charged to the FOODPhilippines Content and Video Production Budget.

TOTAL AMOUNT IN WORDS: **NINE HUNDRED FIFTY THOUSAND PESOS** Php 950,000.00

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. **CVP-20121025**

DATE **02/02/2021**

AMOUNT **Php950,000.00**

Recommended by:

ROWENA D. MEMDOZA
 OIC-Operations Group 2

CONFORME:

 Name & Signature of Contractor/Supplier
 March 20, 2021
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director

