



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
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JO Number: <b>2020-0078</b>	JO Date: <b>10/19/2020</b>	PAGE  1/1
PR No.: <b>2020-0288</b>	PR Date: <b>10/06/2020</b>	

CONTRACTOR/SUPPLIER <b>ODV CREATIVE MEDIA, INC.</b>	DELIVERY TERM _____
ADDRESS <b>88 Corporate Center, Sedeno Street, Salcedo Village, Makati City</b>	PAYMENT TERM _____
MODE OF PROCUREMENT <b>SMALL VALUE PROCUREMENT</b>	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><b>Hiring of Host for FAME + Digital Events</b></p> <p>Minimum of 25 events, Maximum of 30 events                      For the period of 5 to months from October 20, 2020 to March 19, 2021</p> <p><b>SCOPE OF WORK:</b></p> <ul style="list-style-type: none"> <li>- Attend CITEM &amp; Floor's Director's pre- event coordination briefing and rehearsal</li> <li>- Present the program based on the script provided by CITEM</li> <li>- Coordinate with the assign floor and technical director as well as assist clients and events planners to ensure that the program would proceed on time</li> <li>- Moderate the program's Q&amp;A session and ensure that each part of the program will have a smooth transition</li> </ul> <p><b>PERIOD OF ENGAGEMENT</b></p> <p>The Host shall be contracted by CITEM for the span of 5 (five) months from October 2020 – March 2021 with a minimum number of 25 (twenty-five) digital events and a maximum number of 30 (thirty) digital events.</p> <p><b>EVENT HOST RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Must be knowledgeable in the furniture, fashion, home décor and lighting industry.</li> <li>2. Must be knowledgeable in the target market of Manila FAME.</li> <li>3. Has the ability to properly communicate the script provided by CITEM</li> <li>4. Has the ability to properly communicate the questions raised from the viewers.</li> <li>5. Has the ability to establish connection with the speakers.</li> <li>6. Must be available in all the scheduled FAME+ Events. (Event calendar shall be provided by CITEM)</li> </ol> <p><b>OTHER DETAILS</b></p> <ol style="list-style-type: none"> <li>1. Host Preference : Female</li> <li>2. Total amount of payment will rely in a per event cost basis.</li> </ol>			Php296,240.00

TOTAL AMOUNT IN WORDS: <b>Two Hundred Ninety Six Thousand Two Hundred Forty Pesos</b>	Php <b>296,240.00</b>
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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	BUR No. <u>IP-20100666</u>	Recommended by:  ATTY. ANNA GRACE I. MARPURI OIC-DM, Operations Group 1
CONFORME: 	DATE <u>10/23/2020</u>	Approved by:  PAULINA SUACO-JUAN Executive Director
 Name & Signature of Contractor/Supplier	AMOUNT <u>Php 296,240.00</u>	
<u>10/22/2020</u> Date	Funds Available: MALERNA C. BUYAO Chief, Controllership Division	