



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:
2020-0076
 PR No.:
2020-0281

JO Date:
10/16/2020
 PR Date:
09/21/2020

PAGE
1/5

CONTRACTOR/SUPPLIER **ODV CREATIVE MEDIA, INC.**
 ADDRESS **88 Corporate Center, Sedeno Street, Salcedo Village, Makati City**
 MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

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				
<p>HIRING OF A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITAL EVENTS</p> <p>EVENT OBJECTIVES</p> <p>1. To further establish CITEM as a source of market trends and trade insights, as well as strengthen its ties among its stakeholder. 2. To educate exhibitors and the general public thru scheduled informative webinars. 3. To promote local brands to potential buyers thru featuring their products in prerecorded or live videos and/or webinars.</p> <p>PERIOD OF ENGAGEMENT</p> <p>The Digital Production Team 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>SCOPE OF WORK AND DELIVERABLES</p> <p>The Digital Production Team will be in charged with the over-all production of all the events indicated in the calendar. The agency must submit a list of their manpower with the assigned personnel from their company and shall be given 1 week upon awarding of the contract.</p> <table border="1" data-bbox="200 1243 1309 1406"> <thead> <tr> <th>Deliverable / Manpower</th> <th>Deliverables</th> </tr> </thead> <tbody> <tr> <td>Event Director</td> <td>Responsible for organizing, mobilizing and/or coordinating the staff, event participants, officials, and administrators for the successful execution of the whole event.</td> </tr> </tbody> </table>	Deliverable / Manpower	Deliverables	Event Director	Responsible for organizing, mobilizing and/or coordinating the staff, event participants, officials, and administrators for the successful execution of the whole event.			Php998,000.00
Deliverable / Manpower	Deliverables						
Event Director	Responsible for organizing, mobilizing and/or coordinating the staff, event participants, officials, and administrators for the successful execution of the whole event.						

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
 Date _____

BUR No. **MFO-20120765**
 DATE **12/01/2020**
 AMOUNT **Php998,000.00**
 Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1
 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:
2020-0076
PR No.:
2020-0281

JO Date:
10/16/2020
PR Date:
09/21/2020

PAGE
2/5

CONTRACTOR/SUPPLIER **ODV CREATIVE MEDIA, INC.**
 ADDRESS **88 Corporate Center, Sedeno Street, Salcedo Village, Makati City**
 MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

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 A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITAL EVENTS

Deliverable / Manpower	Deliverables
Production Coordinators	Responsible for ensuring that the production team meets scheduled timeline of the events in the calendar. This entails a range of oversight of work including planning, scheduling, directing and executing production activities for maximum performance of the scheduled events.
Technical or Streaming Directors	Operates, maintains and safeguards the technical assets of the event including supervising the usage of necessary lighting, sound and communications equipment. Technical Director should also determine the necessary technical support, such as but not limited to lighting, sound, staging, and special needs, necessary for the list of events presented.
Audio Spinners	Responsible to assemble, operate and maintain the technical equipment used to record, amplify, enhance, mix or reproduce sound. The Digital Production Team must provide a list of recommended sound requirements for the event for approval of CITEM.
Visual Spinners	Responsible to assemble, operate and maintain the software or platform used in projecting key visuals intended for the event. CITEM shall provide the pegs for the visuals and the Digital Production Team shall produce the graphics with the required software or platform.

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. **MFO-020120765**

Recommended by:

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

DATE **12/01/2020**

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1

CONFORME:

AMOUNT **Php998,000.00**

Approved by:

Name & Signature of Contractor/Supplier

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

PAULINA SUACO-JUAN
 Executive Director

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:

2020-0076

PR No.:

2020-0281

JO Date:

10/16/2020

PR Date:

09/21/2020

PAGE

3/5

CONTRACTOR/SUPPLIER **ODV CREATIVE MEDIA, INC.**

ADDRESS 88 Corporate Center, Sedeno Street, Salcedo Village, Makati City

MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

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 A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITAL EVENTS

Deliverable / Manpower	Deliverables
Tech Operator	Set up, operate, and maintain the electronic equipment used to transmit the event whether via pre-recorded videos and/or live streaming. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. Operate transmitter to broadcast radio or television programs.
Scriptwriter	Digital Production Team shall provide scripts for the speakers and the host in keeping track of the whole program.
Digital Kit for Speakers and/or Guests	Provision of a step-by-step process in accessing the platform for the speakers and guests involved in all the events. The Digital Production Team shall also provide a list of requirements concerning preferred Internet capacity, Lighting, Set-up etc

RESPONSIBILITIES OF DIGITAL PRODUCTION TEAM

- Designate two (2) project coordinators to ensure the timely delivery of outputs and coordination with CITEM, through the Exhibition Design Division (EDD) and Communications Management Division (CMD), during the contract period.
- Submit an action plan five (5) working days after the issuance of the Job Order (JO). The action plan must include the necessary logistical requirements and task specific timelines for the execution of the production of the events. The action plan shall also be in line with CITEM's concept of FAME+ and is subject to the review and approval of CITEM Management.

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. MFO-20120765

Recommended by:

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

DATE 12/01/2020

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1

CONFORME:

AMOUNT PHP998,000.00

Approved by:

Name & Signature of Contractor/Supplier

Funds Available

 MALERNA C. BUYAO
 Chief, Controllership Division

PAULINA SUACCO-JUAN
 Executive Director

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: 2020-0076	JO Date: 10/16/2020	PAGE 4/5
PR No.: 2020-0281	PR Date: 09/21/2020	

CONTRACTOR/SUPPLIER ODV CREATIVE MEDIA, INC. ADDRESS 88 Corporate Center, Sedeno Street, Salcedo Village, Makati City MODE OF PROCUREMENT SMALL VALUE PROCUREMENT	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 A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITAL EVENTS			
3. Ensure consistency with the overall objectives and concept of the event based on CITEM's concept and mandate.			
4. Provide and shoulder all costs of necessary personnel, facilities, accommodation, production equipment and setup, and conduct all necessary preparatory and other activities to accomplish the agreed upon scope of work and deliverables, i.e., event planning and coordination and multimedia and audio-visual production. Any additional costs incurred relative to any aspect of the event shall solely be charged to the Digital Production Team;			
5. Submit reports detailing work progress, issues and concerns, and recommended next steps in relation with the project at no additional cost to CITEM;			
6. All event preparations and proceedings should be treated with full confidentiality and may not be shared by any other party aside from CITEM;			
7. An initial draft of the post-event report should be submitted to CITEM within ten (10) days after the event. A full and final post-event report with full event documentation should be submitted to CITEM within thirty (30) days after the event.			
RESPONSIBILITIES OF CITEM			
1. Provide all information and materials needed to accomplish the scope of work and produce series of events for FAME+.			
2. Review and approve all materials and deliverables produced by the Digital Production Team;			
3. Provide at least two (2) support staff to coordinate with the Digital Production Team;			

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. <u>MFO-20120765</u> DATE <u>12-01-2020</u> AMOUNT <u>PHP998,000.00</u>	Recommended by: ATTY. ANNA GRACE I. MARPURI OIC-DM, Operations Group 1
CONFORME: _____ Name & Signature of Contractor/Supplier	Funds Available: MALERNA C. BUYAO Chief, Controllership Division	Approved by: PAULINA SUACO-JUAN Executive Director
_____ 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: 2020-0076	JO Date: 10/16/2020	PAGE 5/5
PR No.: 2020-0281	PR Date: 09/21/2020	

CONTRACTOR/SUPPLIER ODV CREATIVE MEDIA, INC. ADDRESS 88 Corporate Center, Sedeno Street, Salcedo Village, Makati City MODE OF PROCUREMENT SMALL VALUE PROCUREMENT	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 A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITAL EVENTS									
4. Provide necessary pre-work and post-work files, materials, information and necessary resources to the team leader of documenters;									
5. Provide inputs and direction on the desired documentation output after the initial report has been submitted;									
BUDGET									
The total amount for the project is Nine Hundred Ninety Eight Thousand Pesos (PHP998,000.00) inclusive of all applicable taxes and other fees as may be incurred in the process. The above expenses shall be charged to the Manila FAME October 2020 budget									
CORRESPONDING DEDUCTIONS / PENALTIES									
The Digital Production team to be engaged shall be given corresponding deductions from the total amount of payment should the events be decreased.									
<table border="1"> <thead> <tr> <th>PARTICULARS</th> <th>DEDUCTION</th> </tr> </thead> <tbody> <tr> <td>Production of less than 20 events</td> <td>5% Deduction of the total contract amount</td> </tr> <tr> <td>Production of less than 15 events</td> <td>7% Deduction of the total contract amount</td> </tr> </tbody> </table>				PARTICULARS	DEDUCTION	Production of less than 20 events	5% Deduction of the total contract amount	Production of less than 15 events	7% Deduction of the total contract amount
PARTICULARS	DEDUCTION								
Production of less than 20 events	5% Deduction of the total contract amount								
Production of less than 15 events	7% Deduction of the total contract amount								

TOTAL AMOUNT IN WORDS:	NINE HUNDRED NINETY EIGHT THOUSAND PESOS	Php 998,000.00
------------------------	---	-----------------------

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. <u>MFO-20120765</u> DATE <u>12/01/2020</u> AMOUNT <u>PHP998,000.00</u>	Recommended by: ATTY. ANNA GRACE I. MARPURI OIC-DM, Operations Group 1
CONFORME: Name & Signature of Contractor/Supplier Date _____	Funds Available: MALERNA C. BUYAO Chief, Controllership Division	Approved by: PAULINA SUACO JUAN Executive Director