

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: 2020-069	JO Date: 09/25/2020	PAGE
PR No.: 2020-0265	PR Date: 09/18/2020	

CONTRACTOR/SUPPLIER <u>ODV CREATIVE MEDIA, INC.</u>	DELIVERY TERM _____
ADDRESS <u>88 Corporate Center, Sedeno Street, Salcedo Village, Makati City</u>	PAYMENT TERM _____
MODE OF PROCUREMENT <u>SMALL VALUE PROCUREMENT</u>	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 ZOOM CONFERENCE OF CITEM DIGITAL PROMOTIONS BRIEFING ON 25 September 2020 (including Scriptwriter, Graphic Designer, Floor Director and Technical Director with the following deliverables:</p> <p>1. Content and Visual Production</p> <p>Produce the key visuals, program script and other multimedia requirement for the Digital Promotions Briefing (DPB) program, subject to CITEM direction and approval.</p> <p>2. Floor Direction and Technical Direction</p> <p>Manage the program to ensure correct and timely execution of presentations and cuing of resource persons. The service provider should also ensure that visual and auditory aspects of the program are well executed.</p> <p>Manage breakout sessions/rooms for specific audience groups (max of 5), which will be identified by CITEM.</p>			Php167,440.00

TOTAL AMOUNT IN WORDS: <u>ONE HUNDRED SIXTY SEVEN THOUSAND FOUR HUNDRED FORTY PESOS</u>	Php 167,440.00
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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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 Sandoval
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

Richard J. Alarcon
Richard J. Alarcon
 Name & Signature of Contractor/Supplier

Date

BUR No. MFO-20100641

DATE 10/12/2020

AMOUNT Php167,440.00

Funds Available:
Malerna C. Buyao
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

Marjo F. Evio
MARJO F. EVIO
 Chief, Signature Events Team, OG1

Approved by:

Atty. Anna Grace I. Marpuri
ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1