



**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:  
2021-0044

JO Date:  
06/04/2021

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PR No.:  
2021-0108

PR Date:  
05/18/2021

CONTRACTOR/SUPPLIER **SLINGSHOT MANILA, INC**  
 ADDRESS **Legaspi St. Legaspi 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
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<b>HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 1: CREATIVE GOVERNANCE TRACK</b>			<b>Php950,000.00</b>
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**Scope of Work and Deliverables**

- Scout for, invite, and assign speakers, panelists, and moderators of the conference based on the initial inputs of the hired Communications and Content Director and Producer, and subject to the following specific requirements\*:

**Presentation on the State of the Creative Economy**

**Deliverables of the Producer**

- Produce a 30-45 minute pre-recorded presentation by a Resource Person on the State of the Philippine Creative Economy
- Produce a 30-45 minute pre-recorded presentation by a Resource Person on the Creative Industries Act

**Target profile of Resource Person/s**

Presenters

- Must be well-respected in the creative industry, and recognized specifically for their work in creative economy mapping or creative industry-related policy, as substantiated by:
  - their body of work / work experience;
  - recognition from relevant local publications; or
  - endorsements from the relevant industry associations or key industry figures

**Target Resource Person/s**

Presenters

- Mr. Paolo Mercado President, Creative Economy Council of the Philippines
- Hon. Christopher de Venecia Chairperson, Arts & Culture and Creative Industries Bloc (ACCIB), House of Representatives

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Division

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. **CMP-21060383**

DATE **06/11/2021**

AMOUNT **Php950,000.00**

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



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**HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 1: CREATIVE GOVERNANCE TRACK**

**Scope of Work and Deliverables**

**Presentation on Experience Design and Urban Planning**

**Deliverables of the Producer**

- Produce a 15-minute AVP on the “Paalalabas” initiative by the Design Center of the Philippines and the Intramuros Administration
- Produce a 30 – 45 minute pre-recorded video presentation by the Resource Person/s on experience design and urban planning
- Organize a 15 – 20 -minute long roundtable discussion among the Resource Persons on the above topic

**Target profile of Resource Person/s**

- Presenters/Panelists ▪ Must be well-respected in the creative industry, and recognized specifically for their work in architecture, space design, experience design, communication design, or urban planning and administration, as substantiated by:
- their body of work / work experience;
  - recognition from relevant local publications; or
  - endorsements from the relevant industry associations or key industry figures
- Moderator / Session Facilitator
- Must have at least five (5) years of experience in hosting or organizing conferences and events in the creative sectors, preferably architecture, space design, experience design, communication design, or urban planning

TOTAL AMOUNT IN WORDS:

Php

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 Chief, Controllership Division

Recommended by:

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 OIC-DM, Operations Group 1

Approved by:

**PAULINA SUACO-JUAN**  
 Executive Director





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DATE OF DELIVERY

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**HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 1: CREATIVE GOVERNANCE TRACK**

**Scope of Work and Deliverables**

**Target Resource Person/s**

**Presenters/Panelists**

- Mr. Dan Matutina  
Vice President, Communication Design Association of the Philippines  
Founding Partner, Plus63 Design Co.
- Atty. Guiller Asido  
Administrator, Intramuros Administration
- Executive Director Rhea Matute  
Design Center of the Philippines

**Moderator / Session Facilitator**

- Ms. Angel Guerrero  
Founder, President, and Editor in Chief, Adobo Magazine, organizer of adobo Design Conference

**Presentation of Intellectual Property : Illustration and Animation**

**Deliverables of the Producer**

- Produce a 30 - 45 minute pre-recorded video presentation by the Main Speaker and select Presenters on illustration and animation, and the importance of pushing for local intellectual property in the global market
- Organize two 15 - 20 -minute breakout sessions with Panelists/Presenters on intellectual property and original content, specifically in the above sectors

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

BUR No. **CMP-21060383**

Recommended by:

DATE **06/11/2021**

AMOUNT **Php950,000.00**

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

**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Division

CONFORME:

Approved by:

Funds Available

**MALERNA C. BUYAO**  
 Chief, Controllership Division

**PAULINA SUACO-JUAN**  
 Executive Director

Name & Signature of Contractor/Supplier

Date



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**HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 1: CREATIVE GOVERNANCE TRACK**

**Scope of Work and Deliverables**

Target profile of Resource person/s	<p><b>Main Speaker</b></p> <ul style="list-style-type: none"> <li>- Must have at least ten (10) years of experience in creating original content and body of work in illustration, graphic arts or animation;</li> <li>- Must be a highly influential and well-respected figure in the field of illustration, graphic arts, animation, or media, as substantiated by:                             <ul style="list-style-type: none"> <li>- their body of work / work experience;</li> <li>- recognition from relevant local and international publications and award-giving bodies</li> </ul> </li> </ul> <p><b>Presenters/Panelists</b></p> <ul style="list-style-type: none"> <li>- Must be well-respected in the creative industry, and recognized specifically for their work in illustration, graphic arts, animation, media or intellectual property, as substantiated by:                             <ul style="list-style-type: none"> <li>- their body of work / work experience;</li> <li>- recognition from relevant local publications; or</li> <li>- endorsements from the relevant industry associations of key industry figures</li> </ul> </li> </ul>
Target Resource Person/s	<p><b>Main Speaker</b></p> <ul style="list-style-type: none"> <li>• Mr. Budjette Tan, Co-creator of internationally acclaimed Trese Comics</li> </ul> <p><b>Presenters/Panelists</b></p> <ul style="list-style-type: none"> <li>• Mr. Jay Oliva , Los Angeles-based Fil-Am film director, producer, and storyboard artist</li> </ul>

TOTAL AMOUNT IN WORDS: \*lineup subject to minor modifications Php

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Very truly yours,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Division  
 CONFORME:

BUR No. **CMP-21060383**  
 DATE **06/11/2021**  
 AMOUNT **Php950,000.00**

Recommended by:  
  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, Operations Group 1

Name & Signature of Contractor/Supplier  
 \_\_\_\_\_  
 Date

Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Approved by:  
  
**PAULINA SUACO-JUAN**  
 Executive Director





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**HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 1: CREATIVE GOVERNANCE TRACK**

**Scope of Work and Deliverables**

2. Provide updates on the status of engagement with the speakers, panelists, and moderators, as may be required by CITEM/Project Team;
3. Produce requirements from said speakers, panelists and moderators, such as, but not limited to: pre-recorded video presentations, speaker profiles and photos, advanced copy of slides, and other resource materials prior to the conference;
  - a. Ensure the appropriateness of content that will be used in presentation materials and videos from resource speakers, panelists, and moderators;
  - b. Ensure the high quality of videos and presentations that will be used during the event and apply the necessary editing/post-processing;
4. Facilitate communication and coordination with the speakers, panelists, and moderators regarding technical rehearsals, and other event-related information;
5. Represent the speakers, panelists, and moderators in scheduled meetings with CITEM/Project Team;
6. Ensure the attendance and work with CITEM/Project Team in the management of the speakers, panelists, and moderators during the event proper;
7. Pay the necessary fees and/or honoraria to the speakers, panelists, and moderators.

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Very truly yours,

*Jaime Antonio S. Sandoval*  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Division

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. CMP-21060383

DATE 06/11/2021

AMOUNT Php950,000.00

Funds Available:

*Malerna C. Buyao*  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:

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

Approved by:

*Paulina Suaco-Juan*  
**PAULINA SUACO-JUAN**  
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**HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 1: CREATIVE GOVERNANCE TRACK**

**Period of Engagement and Timeline**

The Program Producer and Coordinator for Day 1 shall be engaged upon receipt of Notice to Proceed until 15 July 2021, with the following timeline:

SPECIFIC ACTIVITIES & DELIVERABLES	INCLUSIVE DATES
Onboarding and coordination meetings with the CREATE Philippines Project Team and the hired Communications and Content Director and Producer	One week after receipt of Notice to Proceed
Submission of Confirmed Lineup of Speakers	11 June 2021
Technical Rehearsal	Week of 21 – 25 June 2021
Conference Proper	28 – 29 June 2021
Report writing	30 June – 15 July 2021

**Budget and Breakdown**

Maximum budget allotment for the project is Nine Hundred Fifty Thousand Pesos (Php 950,000.00) inclusive of all applicable taxes, broken down as follows:

PARTICULARS	ESTIMATED COST
Honoraria for Speakers 1 Main Speaker 6 Presenters/Panelists 1 Moderator / Session Facilitator	Php850,000.00

TOTAL AMOUNT IN WORDS: \_\_\_\_\_ Php

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BUR No. **CMP-21060383**  
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Funds Available  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:  
  
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 OIC-DM, Operations Group 1

Approved by:  
  
**PAULINA SUACO-JUAN**  
 Executive Director





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**Budget and Breakdown**

PARTICULARS	ESTIMATED COST
Production Cost	Php100,000.00
3 pre-recorded videos / AVPs, inclusive of post-processing	
<b>TOTAL</b>	<b>Php950,000.00</b>

The above expense shall be charged to the CREATE Philippines Budget for 2021.

**Schedule of Payment**

The expected outputs (deliverables) of project and the corresponding payment schedule are as follows:

Output/Milestone	Expected Date of Delivery	% (percentage)
Upon submission of confirmed lineup of speakers	2nd week of June 2021	<b>50%</b>
After submission of post-event report	15 July 2021	<b>50%</b>

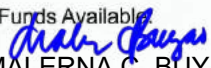
**Agreement Between Parties**



1. Taxes and Fees The Agency-estimated Approved Budget of Contract (ABC) of Nine Hundred Fifty Thousand Pesos (Php 950,000.00) for the project is inclusive of all applicable taxes and other fees as may be incurred in the process;
2. Assessment The bidder shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project;

TOTAL AMOUNT IN WORDS:	Php
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**MALERNA C. BUYAO**  
 Chief, Controllership Division

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CONTRACTOR/SUPPLIER <u>SLINGSHOT MANILA, INC</u>	DELIVERY TERM _____
ADDRESS <u>Legaspi St. Legaspi 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).


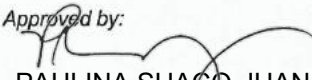
DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<b>HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 1: CREATIVE GOVERNANCE TRACK</b>  <b>Agreement Between Parties</b>  3. Deduction / Penalties CITEM reserves the right to make the necessary deductions and/or penalties from the total payment in the event of: a. Inability of the Program Producer and Coordinator to meet the required number of speakers, moderators and panelists as prescribed by CITEM/Project Team; b. Non-appearance of any of the speakers, moderators or panelists during the event; i. In case of emergencies, a suitable replacement/proxy speaker may be recommended, subject to the approval of CITEM; ii. Should the replacement/proxy speaker be approved by CITEM, no deductions/penalties shall be incurred. c. Deductions/penalties shall be made according to the breakdown of the contract price provided by the Program Producer and Coordinator.			

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  
 CONFORME:   
 \_\_\_\_\_  
 Name & Signature of Contractor/Supplier  
 \_\_\_\_\_  
 Date

BUR No. **CMP-21060383**  
 DATE 06/11/2021  
 AMOUNT **Php950,000.00**  
 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