

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: 2021-0045	JO Date: 06/04/2021	PAGE 1/7
			PR No.: 2021-0109	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 _____
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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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HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 2: TECHNOLOGY & E-SPORTS TRACK			Php998,000.00
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Scope of Work and Deliverables

1. 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 requirements*:

Technology and Tourism	
Deliverables of the Producer	<ul style="list-style-type: none"> Produce a 30-45-minute long pre-recorded roundtable discussion among the Resource Person/s on technology and tourism Organize two 15-20-minute long breakout sessions by select Resource Persons on the above topic
Target profile of Resource Person/s	<p><u>Presenters/Panelists</u></p> <ul style="list-style-type: none"> Must be well-respected in the creative industry, and recognized specifically for their work in technology, visual arts, and tourism, as substantiated by: <ul style="list-style-type: none"> their body of work / work experience; recognition from relevant local publications; or endorsements from the relevant industry associations or key industry figures <p><u>Moderator / Session Facilitator</u></p> <ul style="list-style-type: none"> Must have at least five (5) years of experience in hosting or organizing conferences and events in the creative sectors, preferably technology, visual arts, and tourism

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours, JAIME ANTONIO S. SANDOVAL Chief, STREDO & Procurement Division	BUR No. CMP-21060384 DATE 06/11/2021 AMOUNT Php998,000.00	Recommended by: ATTY. ANNA GRACE I. MARPURI OIC-DM, Operations Group 1
CONFORME: Kristeen B. Blanco Name & Signature of Contractor/Supplier June 11, 2021 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 2: TECHNOLOGY & E-SPORTS TRACK			

Target Resource Person/s	<u>Presenters/Panelists</u> <ul style="list-style-type: none"> At least 2 experts on the subject of technology and tourism (subject to screening and approval of CITEM) <u>Moderator / Session Facilitator</u> <ul style="list-style-type: none"> An experienced moderator of discussions relevant to the topic (subject to screening and approval of CITEM)
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Design, Technology, and Tourism	
Deliverables of the Producer	<ul style="list-style-type: none"> Produce a 30-45-minute long pre-recorded video presentation by the Presenters/Panelists on the importance of design and technology in promoting tourism and local businesses in amidst a pandemic, specifically on La Union's Great Northwest Project Produce three 30-45 min. ambient AVPs on the above topic
Target profile of Resource Person/s	<u>Presenters/Panelists</u> <ul style="list-style-type: none"> Must be well-respected in the creative industry, and recognized specifically for their work in technology, design, and tourism, as substantiated by: <ul style="list-style-type: none"> - their body of work / work experience; - recognition from relevant local publications; or - endorsements from the relevant industry associations or key industry figures

TOTAL AMOUNT IN WORDS: _____ Php

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HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 2: TECHNOLOGY & E-SPORTS TRACK			
Target Resource Person/	<u>Presenters/Panelists</u> • Kiddo Cosio Co-founder, El Union, The Great Northwest Project		
E-sports and Events			
Deliverables of the Producer	• Produce a 30-45-minute long pre-recorded video presentation by the Presenters/Panelists on e-sports and events in the Philippines • Organize a 15-20 minute roundtable discussion with the Presenters/Panelists on the above topic		
Target profile of Resource Person/s	<u>Presenters/Panelists</u> • Must be well-respected in the creative industry, and recognized specifically for their work in e-sports, game development, or events management, as substantiated by: <ul style="list-style-type: none"> o their body of work / work experience; o recognition from relevant local publications; or o endorsements from the relevant industry associations or key industry figures <u>Moderator / Session Facilitator</u> • Must have at least five (5) years of experience in hosting or organizing conferences and events in the creative sectors, preferably in e-sports, game development, or events management		

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HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 2: TECHNOLOGY & E-SPORTS TRACK

<p><u>Target Resource Person/</u></p>	<p><u>Presenters/Panelists</u></p> <ul style="list-style-type: none"> • At least 2 experts on the subject of e-sports, game development, and events management (subject to screening and approval of CITEM) <p><u>Moderator / Session Facilitator</u></p> <ul style="list-style-type: none"> • 1 industry figure who fits the above profile (subject to screening and approval of CITEM)
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Film	
<p>Deliverables of the Producer</p>	<ul style="list-style-type: none"> • Produce a 30-45 minute long pre-recorded video presentation by the Main Speaker on film and its importance in the future of the creative industry
<p>Target profile of Resource Person/s</p>	<p><u>Main Speaker</u></p> <ul style="list-style-type: none"> • Must have at least ten (10) years of experience in creating original content and body of work in film; • Must be a highly influential and well-respected figure in the field of film, as substantiated by: <ul style="list-style-type: none"> - their body of work / work experience; - recognition from relevant local and international publications and award-giving bodies

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<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"><u>Target Resource Person/s</u></td> <td><u>Main Speaker</u></td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> Mr. Kidlat Tahimik, National Artist of the Philippines for Film Award-winning filmmaker </td> </tr> </table>				<u>Target Resource Person/s</u>	<u>Main Speaker</u>		<ul style="list-style-type: none"> Mr. Kidlat Tahimik, National Artist of the Philippines for Film Award-winning filmmaker
<u>Target Resource Person/s</u>	<u>Main Speaker</u>						
	<ul style="list-style-type: none"> Mr. Kidlat Tahimik, National Artist of the Philippines for Film Award-winning filmmaker 						
<ol style="list-style-type: none"> 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; <ol style="list-style-type: none"> 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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Period of Engagement and Timeline

The Program Producer and Coordinator for Day 2 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 inclusive of all applicable taxes is Nine Hundred Ninety Eight Thousand Pesos (Php 998,000.00), broken down as follows:

PARTICULAR	ESTIMATED COST
Honoraria for Speakers 8 speakers	Php848,000.00
Production Cost 6 pre-recorded videos / AVPs, inclusive of post-processing	Php150,000.00
TOTAL	Php998,000.00

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division
 CONFORME:

Kristeen B. Blanco
 Name & Signature of Contractor/Supplier
 June 11, 2021
 Date

BUR No. **CMP-21060384**
 DATE **06/11/2021**
 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

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HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 2: TECHNOLOGY & E-SPORTS TRACK

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	50%
After submission of post-event report	15 July 2021	50%

Agreement Between Parties

- 1. Taxes and Fees**
The Agency-estimated Approved Budget of Contract (ABC) of Nine Hundred Ninety Eight Thousand Pesos (Php 998,000.00) 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;
- 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 Ninety Eight Thousand Pesos	Php 998,000.00
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