



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:
2021-0048

JO Date:
06/08/2021

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PR No.:
2021-0096

PR Date:
04/26/2021

CONTRACTOR/SUPPLIER **ODV CREATIVE MEDIA INC.**
 ADDRESS **Sedeno St. 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
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HIRING OF A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITALEVENTS 2021			Php845,000.00
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SCOPE OF WORK AND MANPOWER

a. Scope of work

1. In charge of the Over-All production of CITEM Events.
2. Manage the Direction of the event based from the given guidelines and Event brief to the Production Team.
3. Facilitate the provided platform to make the events interactive and accessible.
4. Set-up and facilitate backend settings during Technical Rehearsals, Live Events or Pre-recorded Events.
5. Provision of cloud meeting links for Technical Rehearsals, Live Events or Pre-recorded Events.
6. Facilitate and ensure the smooth streaming during the live events.

b. Manpower

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.

Manpower	Functions
Event Director	Responsible for organizing, mobilizing and/or coordinating the staff, event participants, officials, and administrators for the successful execution of the whole event.
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.

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. **MFO-21060402**

DATE **06/15/2021**

AMOUNT **Php845,000.00**

Recommended by:

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

CONFORME:

Richard Alarcon
 Name & Signature of Contractor/Supplier

June 17, 2021
 Date

Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director

JOB ORDER

CITEM.STR.FR.006



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HIRING OF A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITALEVENTS 2021

Manpower	Functions
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
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. Has the capacity to record the event when need arises.
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.
Cloud-Based Video Communications App	Provision of dedicated account for backstage of event

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

Richard Alarcon
 Name & Signature of Contractor/Supplier
 June 17, 2021
 Date

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DATE **06/15/2021**

AMOUNT **Php845,000.00**

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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CONTRACTOR/SUPPLIER ODV CREATIVE MEDIA INC.
 ADDRESS Sedeno St. Salcedo Village, Makati City
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HIRING OF A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITALEVENTS 2021

RESPONSIBILITIES OF DIGITAL PRODUCTION TEAM

- Designate two (2) project coordinators to ensure the timely delivery of outputs and coordination with CITEM, through the Experience Design Division (EDD) during the contract period.
- Ensure consistency with the overall objectives and concept of the event based on CITEM's concept and mandate.
- 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;
- Submit reports detailing work progress, issues and concerns, and recommended next steps in relation with the project at no additional cost to CITEM;
- All event preparations and proceedings should be treated with full confidentiality and may not be shared by any other party aside from CITEM;
- 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.

CITEM

- Provide all information and materials needed to accomplish the scope of work and produce series of events for FAME+.
- Review and approve all materials and deliverables produced by the Digital Production Team;
- Provide at least two (2) support staff to coordinate with the Digital Production Team;
- Provide necessary pre-work and post-work files, materials, information and necessary resources to the team leader of documenters;
- Provide inputs and direction on the desired documentation output after the initial report has been submitted;

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

BUR No. MFO-21060402

Recommended by:

Jaime Antonio S. Sandoval
 Chief, STREDO & Procurement Division

DATE 06/15/2021

Atty. Anna Grace I. Marpuri
 OIC-DM, Operations Group 1

CONFORME:

AMOUNT Php845,000.00

Approved by:

Richard Alarcon

Funds Available:

Paulina Suaco-Juan
 Executive Director

Name & Signature of Contractor/Supplier

Malerna C. Buyao
 Chief, Controllership Division

June 17, 2021

Date



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HIRING OF A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITALEVENTS 2021

PERIOD OF ENGAGEMENT

The Digital Production Team shall be contracted by CITEM for the span of **7 (seven) months from 31 May 2021 – 18 December 2021** with a **minimum number of 15 (fifteen) digital events** and a **maximum number of 20 (twenty) digital events**.

CONTRACT AMOUNT

The above expense shall be charged to the Manila FAME October 2021 budget with a total contract amount of Eight Hundred Forty Five Thousand Pesos (₱845,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.

PAYMENT TERMS

TRANCHE OF PAYMENT	PERCENTAGE	SCHEDULE OF PAYMENT
First Tranche	40% of Total Bidded Amount of Contractor	Production of 8th Digital Event
Second Tranche	60% of Total Bidded Amount of Contractor	Completion of all Digital Events as supplied by CITEM

EQUITABLE PAYMENT FOR THE ACTUAL EVENTS PRODUCED

The Digital Production team to be engaged shall be given corresponding equitable payment from the total amount should the events be decreased

PARTICULARS	PAYMENTS
Production of 15 - 20 Events	100% of Total Contract Amount
Production of 11 - 14 Events	70% of Total Contract Amount
Production of 7 - 10 Events	50% of Total Contract Amount

TOTAL AMOUNT IN WORDS: _____

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JAIME AN TONIO S. SANDOVAL
 Chief, STREDO & Procurement Division
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DATE **06/15/2021**

AMOUNT **Php845,000.00**

Recommended by:

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

Approved by:

PAULINA SUACO-JUAN
 Executive Director

Richard Alarcon
 Name & Signature of Contractor/Supplier

June 17, 2021
 Date

Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division



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HIRING OF A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITALEVENTS 2021

PARTICULARS	PAYMENTS
Production of 4 - 6 Events	30% of Total Contract Amount
Production of 1 - 3 Events	15% of Total Contract Amount

TERMS AND CONDITIONS

- The total contract amount of Eight Hundred Forty Five Thousand Pesos (₱845,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
- All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event management contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally. This should be submitted to CITEM in a portable hard drive/s provided by the winning bidder.
- All materials produced by the winning bidder should be original and aligned with CITEM's mandate.
- The winning Digital Production Team shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.

TOTAL AMOUNT IN WORDS: **Eight Hundred Forty Five Thousand Pesos** Php **845,000.00**

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Approved by:
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 Executive Director