



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: 2021-0051	JO Date: 06/10/2021	PAGE 1/2
PR No.: 2021-0095	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
HIRING OF HOST FOR FAME+ DIGITAL EVENTS 2021 EVENT HOST RESPONSIBILITIES <ol style="list-style-type: none"> The Host must be available during the Technical rehearsal as scheduled by CITEM Digital Events Team The Host must be available for the Event Dates as scheduled by CITEM Digital Events Team The Host must be in a presentable attire during the Actual Event Date. The Host must secure script copy given by the Hired Production Team. The Host must cover spiels during event in case technical difficulties occur. Follow cues from the hired Director via cloud meeting platform. Ensure good conversation, event objective, flow and talk points must be discussed during the event. CITEM RESPONSIBILITIES <ol style="list-style-type: none"> Provide the script that the host shall be reading in all the scheduled events for FAME+ Provide the final calendar where the events are plotted. Provide necessary pre-work and post-work files, materials, information and necessary resources that the host will be needing; Provide inputs and direction on the desired tone of the program; PERIOD OF ENGAGEMENT The Host shall be contracted by CITEM for the span of 7 (seven) months from 31May 2021 – 18 December 2021 with a minimum number of 15 (fifteen) digital events and a maximum number of 20 (twenty) digital events.			Php245,000.00
BUDGET The above expense shall be charged to the Manila FAME October 2021 budget with a total contracted amount of Two Hundred Forty Five Thousand Pesos (₱245,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.			

TOTAL AMOUNT IN WORDS:	Php
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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 ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. **MFO-21060428**
 DATE **06/24/2021**
 AMOUNT **Php245,000.00**

Recommended by:

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

CONFORME:

Richard Alarcon
 Name & Signature of Contractor/Supplier
 July 6, 2021
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director



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HIRING OF HOST FOR FAME+ DIGITAL EVENTS 2021

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

TERMS AND CONDITIONS

- The Agency Contracted Amount for the project is Two Hundred Forty Five Thousand Pesos (245,000.00) 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 shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.

TOTAL AMOUNT IN WORDS: **Two Hundred Forty Five Thousand Pesos** Php **245,000.00**

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