



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:
2021-0059

JO Date:
06/23/2021

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PR No:
2021-0124

PR Date:
05/24/2021

CONTRACTOR/SUPPLIER ODV CREATIVE MEDIA, INC.
 ADDRESS Suite 1006, 10th Flr. 88 Corporate Centre
88 Sedenon St., Salcedo Vill., 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 A DIGITAL PRODUCTION TEAM FOR CREATEPHILIPPINES 2021			Php245,000.00
SCOPE OF WORK AND MANPOWER			

a. Scope of work

1. In charge of the Over-All production of CITEM Create Philippines 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 of 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

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 28, 2021
 Date

BUR No. CMP-21070455
 DATE 07/05/2021
 AMOUNT Php245,000.00
 Funds Available

 MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

 CHARLES AAMES BAUTISTA
 Department Manager III, CCSD
 Approved by:

 PAULINA SUACO-JUAN
 Executive Director



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HIRING OF A DIGITAL PRODUCTION TEAM FOR CREATEPHILIPPINES 2021

	necessary technical support, such as but not limited to lighting, sound, staging, and special needs, necessary for the list of events presented.
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

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BUR No. **CMP-21070455**

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DATE **07/05/2021**

CHARLES AAMES BAUTISTA
 Department Manager III, CCSD

CONFORME:

AMOUNT **Php245,000.00**

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PAULINA SUAGO-JUAN
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**HIRING OF A DIGITAL PRODUCTION TEAM FOR CREATEPHILIPPINES 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 Create PH.
- 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;

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MALERNA C. BUYAO
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PAULINA SUACO-JUAN
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HIRING OF A DIGITAL PRODUCTION TEAM FOR CREATEPHILIPPINES 2021 PERIOD OF ENGAGEMENT

The Digital Production Team shall be contracted by CITEM for the following days:

Technical Rehearsal	June 23-25, 2021 (Exact time to be advised)
Actual Event Date	Assembly - 09:00am - 10:00am June 28, 2021 - 10:00am - 5:00pm June 29, 2021 - 10:00am - 5:00pm

Initial schedule as attached:

DAY 01

TIME	PROGRAM
10:00AM - 10:10AM	OPENING REMARKS Pauline Suaco-Juan Executive Director, CITEM
10:10AM - 10:20AM	WELCOME REMARKS Hon. Ramon M. Lopez Secretary Department of Trade and Industry
10:20AM - 10:30AM	INTRODUCTION OF CREATE PHILIPPINES Abdulgani M. Macatoman Undersecretary - Trade Promotions Group Department of Trade and Industry
10:30AM - 11:00AM	OVERVIEW: THE STATE OF THE PHILIPPINE CREATIVE ECONOMY Paolo Mercado President, Creative Economy Council of the Philippines
11:30AM - 12:00PM	INTRODUCTION TO THE CREATIVE INDUSTRIES ACT Hon. Christopher V.P. De Venecia House of Representatives *with video introduction
12:00AM - 12:30PM	

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DATE **07/05/2021**

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Department Manager III, CCSD

CONFORME:

AMOUNT **Php245,000.00**

Approved by:

Richard Alarcon
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Chief, Controllership Division

PAULINA SUACO-JUAN
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TIME	PROGRAM
12:30PM - 1:00PM	DESIGN CENTER OF THE PHILIPPINES AND INTRAMUROS PRESENT 'PAALALABAS' Atty. Guiller Asido Administrator, Intramuros Administration Maria Rita O. Matute Executive Director, Design Center of the Philippines Dan Matutina Founding Partner, Plus63 Design Co. Oliver "Birdie" Salva General Manager, Curiosity Moderated by: Angel Guerrero President & Editor-in-Chief, adobo Magazine
1:00PM - 1:30PM	
1:30PM - 3:00PM	TRESE: FROM INDIE COMIC TO ONLINE STREAMING Budjette Tan Writer & Co-Creator of TRESE Jay Oliva Producer Quark Henares Ramon de Veyra Mel Lozano EndSlate PREMIERE WATCH OF TRESE TRAILER PANEL DISCUSSION FEATURING STARS OF THE TRESE SERIES
1:30PM - 2:00PM	DESIGN & ADVERTISING LIVE Q&A SESSION (on design thinking and why design matters in public policy)
3:00PM - 3:30PM	ANIMATION COUNCIL OF THE PHILIPPINES PRESENTS WHILCE PORTACIO: TELLING FILIPINO STORIES TO A GLOBAL AUDIENCE Whilce Portacio Comic Book Writer

DAY 2

TIME	PROGRAM
10:00AM - 10:10AM	WELCOME REMARKS Rafaelita M. Aldaba Undersecretary - Competitiveness & Innovation Group Department of Trade and Industry

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CONFORME:

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DAY 2

TIME	PROGRAM
10:30AM - 11:30AM	LA UNION'S GREAT NORTHWEST Kidido Cosio Co-Founder, El Union and Great Northwest
01:00PM - 02:00PM	CINEMAREHIYON A Showcase of best short films from regions around the Philippines *with introduction from Liza Dino-Suguerro, FDCP Chair
2:00PM - 2:30PM	KUMU: Making the Philippines the region's latest tech hub Angelo Mendez
	KUMU: Live Interactive game
2:30PM - 3:00PM	BREAKOUT SESSION: Building a Local E-Sports Infrastructure Hub Cecille Dominguez-Yujuico Tryke Gutierrez CEO, Tier One Joebert Yu Founder & Managing Partner, Gariath Concepts Mara Aquino Caster
3:30PM - 4:30PM	CLOSING REMARKS National Artist Kidlat Tahimik *with short film presentation

BUDGET

The above expense shall be charged to the Create Philippines 2021 budget with a total contract amount of Two Hundred Forty Five Thousand Pesos (₱245,000.00) inclusive of all applicable taxes.

TOTAL AMOUNT IN WORDS:

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AMOUNT Php245,000.00

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TERMS AND CONDITIONS

- The total Contract 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 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: **Two Hundred Forty Five Thousand Pesos** **Php 245,000.00**

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