



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: 2021-0136	JO Date: 03/17/2022	PAGE 1/4
PR No.: 2021P-0332	PR Date: 11/15/2021	

CONTRACTOR/SUPPLIER ALTUM CIRCULAR OPC	DELIVERY TERM
ADDRESS Salcedo One, Salcedo St., Legaspi Village, Makati City	PAYMENT TERM
MODE OF PROCUREMENT Small Value Procurement	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 THE SUSTAINABILITY ASSURANCE DIRECTOR FOR SSX (SUSTAINABILITY SOLUTIONS EXCHANGE) Scope of Work A. Data Storytelling 1. Generate at least three data stories on Food, Lifestyle, and Advanced Solutions & Advocates to support the narrative or program direction of SSX complete with the list of sources or references 2. Present said data stories via the Google Data Studio and provide the overview of each data story 3. Engage and coordinate with various credible/reputable partners for data sourcing, validation, and preparation 4. Provide CITEM with updates or, as necessary, reports on the status of the data storytelling B. Exhibition 1. Prepare a Sustainability Toolkit for MSMEs which will outline the background of the SDGs, the state of sustainability in the Philippines, and the rationale for the food and lifestyle MSMEs to go green, among others. The aim of this toolkit is to ensure that the exhibitors are aligned with CITEM on the facts relevant to sustainability and can understand the necessity of going green 2. As necessary, recommend possible additional exhibitors subject to the review of the TWG (Technical Working Group) C. Conference and Partnership 1. Recommend substitute or alternative speakers, presenters, and/or moderators should the initially selected officials or organizations decline their participation in the Conference 2. Coordinate closely with the hired Conference Manager in the preparation of the speakers' briefing kit, script and/or presentations. Review the Conference Script and, as necessary/applicable, the other Conference materials or collaterals (pre-recorded videos, video loops and transitions, etc., chat support script, etc.) to be produced by CITEM and/or its hired suppliers. 3. Prepare the guide questions or discussion points of the speakers and moderators in accordance with the approved program direction and relevant to the Philippine food and lifestyle MSMEs			Php600,000.00

TOTAL AMOUNT IN WORDS:	Php
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 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,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department
 CONFORME:

Carlo Delantar
 Carlo Delantar
 Co-founder, Altum Circular OPC
 Name & Signature of Contractor/Supplier
 March 17, 2022
 Date

BUR No. **SSX-21120988**
 DATE **12/19/2021**
 AMOUNT **Php600,000.00**

Funds Available:
Malerna C. Buyao
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:
Rowena D. Mendoza
ROWENA D. MENDOZA
 OIC-DM, OG 2

Approved by:
Paulina Suaco-Juan
PAULINA SUACO-JUAN
 Executive Director



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D. Creative and Communications			
1. Together with the SSX Project Director and Team, guarantee the consistent translation of the approved program direction in all the critical creative components of the event (promotional materials for social media, print, and digital platforms and event experience)			
2. As necessary, portray the role of a Brand Ambassador by participating in PR activities such as media interviews, briefing or promotional events, and the like.			
E. Others			
1. Whenever required, attend speaker briefings, rehearsals, and/or production-related meetings			
2. Review and validate the partners to be engaged by CITEM and their content that will be published in connection with SSX with respect to its relevance to the Philippine food and lifestyle MSMEs and claim/s to sustainability			
3. Research and recommend content, programs, and activities to further enhance the promotion of SSX and its features/components, but must be in consideration of timeline and budget			
4. Together with the Project Team, ensure alignment of the program direction with the website and event collaterals, messaging, and experience with the Philippine food and lifestyle MSMEs			


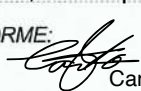
Budget and Schedule of Payment

The Contracted Price for this requirement is **SIX HUNDRED THOUSAND PESOS (PHP 600,000)** only, inclusive of taxes and other applicable charges and will be sourced from the SSX 2021 Budget.

TOTAL AMOUNT IN WORDS:	Php
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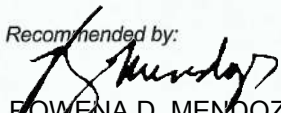
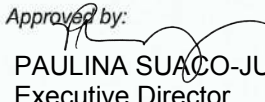
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 Name & Signature of Contractor/Supplier
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BUR No. **SSX-21120988**
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 AMOUNT **Php600,000.00**

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

ROWENA D. MENDOZA
 OIC-DM, OG 2
 Approved by:

PAULINA SUACO-JUAN
 Executive Director



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HIRING OF THE SUSTAINABILITY ASSURANCE DIRECTOR FOR SSX (SUSTAINABILITY SOLUTIONS EXCHANGE)

SCHEDULE OF PAYMENT

MILESTONE	TOTAL AMOUNT
After the following: - Approval of the Data Stories and Overview - Approval/Finalization of the Discussion Points/Guide Questions for the Conference Speakers and Moderators - After the conclusion of the SSX Proper	50%
After the following: - Approval of the Sustainability Toolkit for MSME's - Altum's review and clearance on the May Website and Social Media Content Plan/Calendar - Submission of the final report outlining the services undertaken and/or deliverables submitted per SSX Component (Exhibit, Conference, Creative and Communications, Website and others) and recommendations	50%

Other Terms and Conditions

1. All content and materials produced in conjunction with this engagement shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.
2. The Sustainability Assurance Director can cite this engagement for portfolio purposes.
3. All materials produced by the winning bidder should be original and aligned with CITEM's mandate.
4. The winning bidder 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
5. CITEM reserves the right to make the necessary deductions and/or penalties from the total payment.

TOTAL AMOUNT IN WORDS:	Php
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Co-founder, Altum Circular OPC
 Name & Signature of Contractor/Supplier

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BUR No. SSX-21120988

DATE 12/16/2021

AMOUNT Php600,000.00

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 Chief, Controllership Division

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 PAULINA SUACO-JUAN
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- Deductions shall be made according to the equitable value per activity or deliverable as stated above. Should CITEM deem the services of the supplier unsatisfactory, or the supplier violates any of the agreed upon terms anytime within the duration of the contract, the supplier shall only receive 80% of the equitable value of each unsatisfactory activity or deliverable produced or undertaken.
- Should the supplier remedy or adjust any unsatisfactory, partial or initial deliverable or service within the prescribed timeline, said deduction will be waived.
- In case of emergencies (health reasons or force majeure), they shall only be paid the equitable value of services rendered or deliverables submitted.
- CITEM shall inform the supplier of any changes or adjustments in the program, schedule /timeline, and other pertinent updates affecting the project.

PERIOD OF ENGAGEMENT

ACTIVITY	Target Date of Week	Budget %
Onboarding and alignment meeting with the SSX Project Team	Upon Notice of Award – 18 March 2022	
Submission of Initial Data Stories and Overview	Until 19 March 2022	10%
Assist the SSX Conference Team in the preparation of the speaker briefing kit or presentations and Onboarding/Briefing with Exhibitors, and Pre-Production Meetings with Speakers/ Panelists/ Moderators	Until 21 March 2022	20%
Technical Rehearsals and Simulation of the Platform	17 – 22 March 2022	20%
SSX Proper	23 – 25 March 2022	10%
Preparation and Submission of the Sustainability Toolkit for MSMEs	18 April 2022	20%
Provide guidance by reviewing and ensuring that the content in the various SSX platforms (website, social media, traditional media) are aligned with the greening and sustainability objectives for our stakeholders, Philippine food and lifestyle MSME's	31 May 2022 or until the deliverables are completed but not later than 31 May 2022	15%
Submission of Reports and Other Materials	Not later than 31 May 2022	5%

The above activities and corresponding timeline will serve as guide and will be subject to constant review and monitoring of the delivery of the service and, if necessary, revisions. All revisions on the timeline will be considered final upon approval of the SSX Project Director and/or Head of the Agency, whichever is applicable.

TOTAL AMOUNT IN WORDS: Six Hundred Thousand Pesos Php 600,000.00

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Co-founder, Altum Circular OPC
 Name & Signature of Contractor/Supplier

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Date

BUR No. SSX-21120988

DATE 12/16/2021

AMOUNT Php600,000.00

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

ROWENA D. MENDOZA
 OIC-DM, OG 2

Approved by:

PAULINA SUACO-JUAN
 Executive Director

BUDGET UTILIZATION REQUEST AND STATUS

CITEM

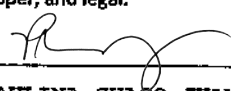
Entity Name

Serial No.: SSX-21120988
Date: Dec 16 2021
Fund: S

Payee	Altum Circular OPC
Office	
Address	Warehouse 15C, La Fuerza, 2241 Don Chino Roces Ave., Makati City

Responsibility Center	Particulars	Project	Object Code/ Expenditures	Amount
SSX 2021	Hiring of the Sustainability Assurance Director for SSX (Sustainability Solutions Exchange)		780	PHP 600,000
Total				PHP 600,000

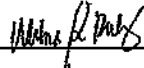
A. Certified: Charges to budget necessary, lawful, and under my direct supervision; and supporting documents valid, proper, and legal.

Signature: 
Printed Name: PAULINA SUACO-JUAN
Position: Executive Director
John

Head, Requesting Unit/Authorized Representative

Date: _____

B. Certified: Budget available and utilized for the purpose/adjustment necessary as indicated above.

Signature: 
Printed Name: WILMA G. DULAY
Position: Chief, Budget and Cash Div.

Head, Budget Unit/Authorized Representative

Date: _____

C. STATUS OF UTILIZATION							
Reference			Amount				
Date	Particulars	BURS/JEV/RCI No.	Utilization (a)	Payable (b)	Payment (c)	Balances	
						Utilization (a-b)	Payable (b-c)
Dec 16 2021	Hiring of the Sustainability Assurance Director for SSX	SSX-21120988	Php 600,000.00				