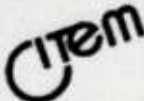


# JOB ORDER

CITEM.STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines T: (632) 831-2201 to 09 ext. 218 F: (632) 831-1368, 832-3965 E: info@citem.com.ph @ www.citem.com.ph	JO Number: <b>2019-0330</b>	JO Date: <b>6-Jan-20</b>	PAGE 1 of 5
	PR No.: <b>2019-1064</b>	PR Date: <b>12/4/2019</b>	

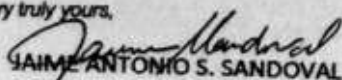
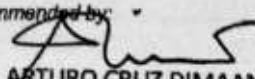

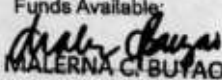
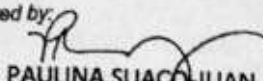
CONTRACTOR/SUPPLIER <b>RACHELLE F. MEDINA</b> ADDRESS <b>Sta. Cruz, Cavite City</b> MODE OF PROCUREMENT <b>Negotiated Procurement</b>	DELIVERY TERM PAYMENT TERM <b>30 days</b> PLACE OF DELIVERY <b>CITEM</b> DATE OF DELIVERY
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Please provide/furnish this 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		
<b>ENGAGEMENT OF A DIGITAL CONTENT CURATOR AND VISUAL STORYTELLER FOR MANILA FAME 2020 "TOUCHPOINT" (1st Edition)</b> <b>Scope of Work and Output:</b> 1. Content Curator and Visual Storyteller should provide a content plan for all the companies that CITEM will feature (List of companies shall be provided by CITEM). 2. Must conduct a seminar on trend and marketing research. 3. Must provide 70 stories in different platform (Photography, video, animation, infographics, illustration and other digital media platform). Ms. Medina's engagement for the project will include the following responsibilities and deliverables: <table border="0" style="width:100%"> <tr> <td style="width:50%"> <b>DELIVERABLES</b>                              1. Content development debriefing                              2. Conceptualization of content for Manila FAME touchpoint webiste.                              3. 8 video content featuring field visits of factory and showroom of the exhibitors.                         </td> <td style="width:50%"> <b>SCOPE OF WORK</b>                              Content Curator present to OED, Operations Group and CCSD the lessons she gathered producing content for touchpoint.                              Content curator shall conduct research and Development and interviews to generate the content.                              Content Curator shall select and do screening of all possible multimedia services appropriate for each digital article (photography, motion graphics, illustration, VLOG, whichever is necessary.                         </td> </tr> </table>	<b>DELIVERABLES</b> 1. Content development debriefing 2. Conceptualization of content for Manila FAME touchpoint webiste. 3. 8 video content featuring field visits of factory and showroom of the exhibitors.	<b>SCOPE OF WORK</b> Content Curator present to OED, Operations Group and CCSD the lessons she gathered producing content for touchpoint. Content curator shall conduct research and Development and interviews to generate the content. Content Curator shall select and do screening of all possible multimedia services appropriate for each digital article (photography, motion graphics, illustration, VLOG, whichever is necessary.			600,000.00
<b>DELIVERABLES</b> 1. Content development debriefing 2. Conceptualization of content for Manila FAME touchpoint webiste. 3. 8 video content featuring field visits of factory and showroom of the exhibitors.	<b>SCOPE OF WORK</b> Content Curator present to OED, Operations Group and CCSD the lessons she gathered producing content for touchpoint. Content curator shall conduct research and Development and interviews to generate the content. Content Curator shall select and do screening of all possible multimedia services appropriate for each digital article (photography, motion graphics, illustration, VLOG, whichever is necessary.				

TOTAL AMOUNT IN WORDS: **PHP 600,000.00** P.S. FY 2019 & 2020

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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 \_\_\_\_\_ of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY. In case the contractor/supplier does not deliver within the due date, she 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,  <b>JAIME ANTONIO S. SANDOVAL</b> Head, STREDO/Procurement	BUR No. <u>IP-20100647</u> DATE <u>10/13/2020</u> AMOUNT <u>Php 600,000.00</u>	Recommended by:  <b>ARTURO CRUZ DIMAANO</b> Department Manager III
CONFORME:  <b>RACHELE MEDINA</b> Name & Signature of Contractor/Supplier Date _____	Funds Available:  <b>MALERNA C. BUTAG</b> DC, Controllership Div.	Approved by:  <b>PAULINA SUACO JUAN</b> Executive Director

# JOB ORDER

CITEM.STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines T: (832) 831-2201 to 09 ext. 218 F: (832) 831-1368, 832-3965 E: info@citem.com.ph @ www.citem.com.ph	JO Number: <b>2019-0330</b>	JO Date: <b>6 Jan 20</b>	PAGE 2 of 5
	PR No.: <b>2019-1064</b>	PR Date: <b>12/4/2019</b>	

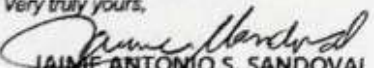
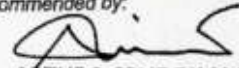
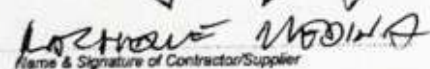
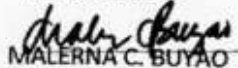
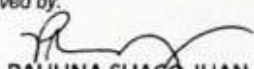
CONTRACTOR/SUPPLIER <b>RACHELLE F. MEDINA</b> ADDRESS: Sta. Cruz, Cavite City MODE OF PROCUREMENT <b>Negotiated Procurement</b>	DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY	30 days CITEM
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Please provide/furnish this office the requirements 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
<b>ENGAGEMENT OF A DIGITAL CONTENT CURATOR AND VISUAL STORYTELLER FOR MANILA FAME 2020 "TOUCHPOINT" (1st Edition)</b>			
4. News and Features on Exhibitors of forthcoming Design Philippines delegations to overseas trade fairs.		Consolidation and synthesis of Communication brief for Design Philippines Overseas Fairs (OTF).	
5. Minimum of 2 min videos with edit down for IG and IGTV		News and feature writing for each participating OTF exhibitors.	
6. IG content plan inclusive of feed and stories for Manila FAME & Design Philippines delegations that will travel in the Second quarter (Q2) of 2020.		Content Curator shall provide video content plan and present it to CITEM management.	
7. Featuring 70 exhibitors for Manila FAME touchpoint 2020 1st edition.		Content Curator shall provide IG content plan and strategy for First Quarter (Q1) based on target audiences.	
<b>Responsibilities of the Service Provider/s or Supplier/s</b>		Content Curator shall provide training and Workshop for CITEM's in-house creatives.	
1. Reports directly to the Visual Design Division.			
2. Ensures the fully satisfactory compliance of the scope of work and the delivery of the outputs stipulated in this project.			
<b>B.S. FY 2019 &amp; 2020</b>			

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 \_\_\_\_\_ 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,  <b>JAIME ANTONIO S. SANDOVAL</b> Head, STREDO/Procurement CONFORME:	BUR No. <u>IP-20100647</u> DATE <u>10/13/2020</u> AMOUNT <u>Php 600,000.00</u>	Recommended by:  <b>ARTURO CRUZ DIMAANO</b> Department Manager III
Name & Signature of Contractor/Supplier  Date: _____	Funds Available:  <b>MALERNA C. BUYAO</b> DC, Controllership Div.	Approved by:  <b>PAULINA SUACO JUAN</b> Executive Director

# JOB ORDER

CITEM STR.FR.006



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Boulevard corner San Gil J. Puyat Avenue  
 1300 Pasay City, Metro Manila, Philippines  
 T: (632) 831-2201 to 09 ext. 218 F: (632) 831-1368, 832-3965  
 E: info@citem.com.ph W: www.citem.com.ph



JO Number:	JO Date:	PAGE
<b>2019-0330</b>	<b>6-Jan-20</b>	
PR No:	PR Date:	3 of 5
<b>2019-1064</b>	<b>12/4/2019</b>	

CONTRACTOR/SUPPLIER **RACHELLE F. MEDINA**  
 ADDRESS Sta. Cruz, Cavite City  
 MODE OF PROCUREMENT  
**Negotiated Procurement**

DELIVERY TERM  
 PAYMENT TERM **30 days**  
 PLACE OF DELIVERY **CITEM**  
 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
<p><b>ENGAGEMENT OF A DIGITAL CONTENT CURATOR AND VISUAL STORYTELLER FOR MANILA FAME 2020 "TOUCHPOINT" (1st Edition)</b></p> <p><b>Rights and Responsibilities of CITEM</b></p> <ol style="list-style-type: none"> <li>Facilitating the service provider/contractor to acquire access to the database of CITEM photos which can be used as an additional material for the requirements.</li> <li>Have exclusive ownership of all images/concepts created or developed by reason of this engagement/contract; and</li> <li>Right to penalize, if deemed necessary, or deduct from the contract price if violations are incurred such as delay in delivery, quality of service, or non-compliance to the project outputs, among others.</li> </ol> <p><b>Payments:</b></p> <p><b>1st Payment</b> - Submission of the content plan                      Submission of the concept plan and notice to proceed                      15% of the total payment inclusive of VAT</p> <p><b>2nd Payment</b> - Based on the approved timeline of the supplier                      Submission of first 8 articles                      15% of the total remaining payment inclusive of VAT</p> <p>B.S. FY 2019 &amp; 2020</p>			

TOTAL AMOUNT IN WORDS: Php

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Very truly yours,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Head, STREDO/Procurement

BUR No. IP-20100647  
 DATE 10/13/2020  
 AMOUNT Php 600,000.00

Recommended by:  
  
**ARTURO CRUZ DIMAANO**  
 Department Manager III

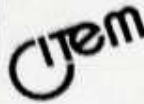
CONFORME:  
  
 Name & Signature of Contractor/Supplier

Funds Available:  
  
**MALERNA C. BUYAO**  
 DC, Controllership Div

Approved by:  
  
**PAULINA SUACO-JUAN**  
 Executive Director

# JOB ORDER

CITEM DTR PR 008



**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:	JO Date:	PR No.:	PR Date:
2019-0330	5-Jan-20	2019-1064	12/14/2019

CONTRACTOR/SUPPLIER **RACHELLE F. MEDINA**  
 ADDRESS Sta. Cruz, Cavite City  
 MODE OF PROCUREMENT **Negotiated Procurement**

DELIVERY TERM  
 PAYMENT TERM  
 PLACE OF DELIVERY **30 days**  
**CITEM**  
 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
<b>ENGAGEMENT OF A DIGITAL CONTENT CURATOR AND VISUAL STORYTELLER FOR MANILA FAME 2020 "TOUCHPOINT" (1st Edition)</b>  <b>3rd Payment</b> - Based on the approved timeline of the supplier Submission of next 8 articles with 1 Special/Trends article 15% of the total remaining payment inclusive of VAT  <b>4th Payment</b> - Based on the approved timeline of the supplier Submission of next 8 articles with 2 videos for IG 15% of the total remaining payment inclusive of VAT  <b>5th Payment</b> - Submission of next 8 articles with 2 videos for IG 15% of the total remaining payment inclusive of VAT  <b>6th Payment</b> - Based on the approved timeline of the supplier Submission of next 8 articles with 1 Special/Trends article 15% of the total remaining payment inclusive of VAT  <b>7th Payment</b> - Based on the approved timeline of the supplier Submission of next 5 articles with 2 videos for IG 5% of the total remaining payment inclusive of VAT  B.S. FY 2019 & 2020			

TOTAL AMOUNT IN WORDS: \_\_\_\_\_ Pnp

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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 \_\_\_\_\_ of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY. In case the contractor/supplier does not deliver within the due date, she 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,  
  
**JAIMIE ANTONIO S. SANDOVAL**  
 Head, STREDO/Procurement

BUR No. IP-20100647  
 DATE 10/13/2020  
 AMOUNT Php 600,000.00

Recommended by:  
  
**ARTURO CRUZ DIMASANO**  
 Department Manager III

CONFORME:  
  
**RACHELLE MEDINA**  
 Name & Signature of Contractor/Supplier

Funds Available:  
  
**MALERNA C. BUYAO**  
 DC, Controllership Div.

Approved by:  
  
**PAULINA SUIAGO-JULIAN**  
 Executive Director

Date

# JOB ORDER

CITEM STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> Golden Shell Pavilion, Roxas Boulevard corner Ben. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines T: (632) 831-2201 to 09 ext. 218 F: (632) 831-1368, 832-3985 E: info@citem.com.ph @ www.citem.com.ph		JO Number <b>2019-0330</b>	JO Date <b>6-Jan-20</b>	PAGE 5 of 5
	PR No. <b>2019-1064</b>	PR Date <b>12/4/2019</b>		

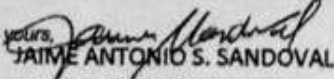
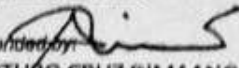
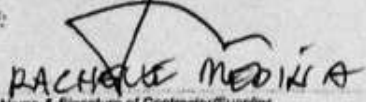
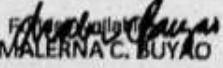
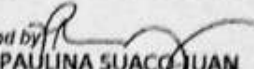
CONTRACTOR/SUPPLIER <b>RACHELLE F. MEDINA</b> ADDRESS <b>Sta. Cruz, Cavite City</b>	DELIVERY TERM PAYMENT TERM <b>30 days</b> PLACE OF DELIVERY <b>CITEM</b> DATE OF DELIVERY
MODE OF PROCUREMENT <b>Negotiated Procurement</b>	

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								
<p><b>ENGAGEMENT OF A DIGITAL CONTENT CURATOR AND VISUAL STORYTELLER FOR MANILA FAME 2020 "TOUCHPOINT" (1st Edition)</b></p> <p><b>8th Payment</b> - Based on the approved timeline of the supplier                      Upon submission of 3 articles and 2 videos for IG                      3% of the total remaining payment inclusive of VAT</p> <p><b>9th Payment</b> - Based on the approved timeline of the supplier                      Submission of 2 articles and sharing of Best Practices with the CITEM team.                      2% of the total remaining payment inclusive of VAT</p> <p>The following deductions shall be imposed on below par performance which will cause delay in delivery, poor execution of work, substandard quality of services or non-compliance with the project outputs as indicated in these terms of reference resulting in a fair to satisfactory performance rating:</p> <table border="1"> <tr> <td><b>Adjectival Rating</b></td> <td><b>Percentage Deduction from Total Contracted Amount (PHP600,000.00/VAT Inclusive)</b></td> </tr> <tr> <td>Satisfactory</td> <td>10%</td> </tr> <tr> <td>Fair</td> <td>15%</td> </tr> <tr> <td>Poor</td> <td>No Payment and subject to revocation of contract</td> </tr> </table> <p>B.S. FY 2019 &amp; 2020</p>	<b>Adjectival Rating</b>	<b>Percentage Deduction from Total Contracted Amount (PHP600,000.00/VAT Inclusive)</b>	Satisfactory	10%	Fair	15%	Poor	No Payment and subject to revocation of contract			
<b>Adjectival Rating</b>	<b>Percentage Deduction from Total Contracted Amount (PHP600,000.00/VAT Inclusive)</b>										
Satisfactory	10%										
Fair	15%										
Poor	No Payment and subject to revocation of contract										

TOTAL AMOUNT IN WORDS: **SIX HUNDRED THOUSAND PESOS** Php **600,000.00**

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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 \_\_\_\_\_ 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,  <b>JAIME ANTONIO S. SANDOVAL</b> Head, STREDO/Procurement	BUR No. IP-20100847 DATE 10/13/2020 AMOUNT Php 800,000.00	Recommended by:  <b>ARTURO CRUZ DIMAANO</b> Department Manager III
CONFORME:  <b>RACHELLE MEDINA</b> Name & Signature of Contractor/Supplier Date	 <b>MALERNA C. BUYAO</b> DC, Controllership Div.	Approved by:  <b>PAULINA SUACO JUAN</b> Executive Director