



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: 2020-0137	JO Date: 12/28/2020	PAGE 1/3
PR No.: 2020-0371	PR Date: 11/19/2020	

CONTRACTOR/SUPPLIER ODV Creative Media, Inc	DELIVERY TERM
ADDRESS 1006, 88 Corporate Center, Sedeno Street, Salcedo 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 PROFESSIONAL EVENT HOST AGENCY FOR THE IFEX PHILIPPINES NXTFOOD ASIA AND SUSTAINABILITY SOLUTIONS EXPO 2021 SPECIAL ACTIVITIES Responsibilities A. Professional Events Host Agency 1. Must have a pool of professional events hosts who are: a. Well-versed in the global and/or Philippine food industry and the concept, current developments, and related industries concerning sustainability and/or sustainable consumption and production b. Knowledgeable in the target market of IFEX NXTFOOD and SSX. c. Able to properly communicate and adjust accordingly to the needs of the target market from the script provided by CITEM d. Able to properly communicate the questions raised from the viewers e. Able to establish connection with the speakers f. Must be present in all the scheduled meetings (that requires physical attendance), tech rehearsals, and IFEX NXTFOOD and SSX digital and/or physical events. 2. Recommend and/or short-list the line-up of event hosts from its existing pool of talents for consideration and approval of CITEM. The host per event may vary but must fulfill the qualifications listed in A.1 3. Represent, as needed, the host/s in any of the relevant meetings, rehearsals, and other pre-activities to be organized by CITEM and any other issues or concerns that may arise 4. Ensure an alternate event host should the initially assigned host be unavailable. Alternate host must be endorsed to CITEM for approval 5. Directly disburse the compensation for any of the services rendered to its event hosts 6. Submit issues and concerns and recommended next steps in relation with the project at no additional cost to CITEM B. CITEM 1. Provide the final calendar where the events are plotted and update, as necessary, any changes or updates in the calendar			PHP 540,930.00

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
 CONFORME:
 Richard Alarcon
 Name & Signature of Contractor/Supplier
 April 5, 2021
 Date

BUR No. **DIGITAL-20120963**
 DATE **01/28/2021**
 AMOUNT **Php540,930.00**

Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

ROWENA D. MENDOZA
 OIC-Operations Group 2

Approved by:

PAULINA SUACO-JUAN
 Executive Director



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2. Provide necessary pre-work and post-work files, materials, information and necessary resources that the agency and the host will be needing 3. Provide inputs and direction on the desired tone of the program 4. Provide the script that the host shall read or serve as guide/reference, whichever works well with the host, in all the scheduled events for IFEX NXFOOD and SSX			
Period of Engagement The Professional Events Host Agency shall be contracted by CITEM from December 2020 -August 2021 (9 months) with a minimum number of 25 and a maximum of 35 events (combined physical and digital).			
Budget and Terms of Payment The awarded amount for this requirement is Five Hundred Forty Thousand Nine Hundred Thirty Pesos (Php540,930.00), inclusive of taxes and other applicable charges (e.g. bank charges, etc.) and will be sourced from the SSX DTCP 2020 Budget for Webinar Production and IFEX NXTFOOD 2020 Budget for Coaching/Training/Workshop Expenses.			
MILESTONE		TOTAL AMOUNT	
Brand and Calendar Briefing on IFEX NXTFOOD and SSX 2021		N/A	
For the first 9 completed events with an overall satisfactory rating		35%	
The next 9 completed events with an overall satisfactory rating		35%	
Completion of the remaining events as indicated in the final calendar with an overall satisfactory rating and submission of any required report/s or certificates		30%	

TOTAL AMOUNT IN WORDS: _____ Php

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MALERNA C. BUYAO
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HIRING OF PROFESSIONAL EVENT HOST AGENCY FOR THE IFEX PHILIPPINES
 NXTFOOD ASIA AND SUSTAINABILITY SOLUTIONS EXPO 2021 SPECIAL ACTIVITIES

Terms and Conditions

- The agency to be engaged shall be given corresponding deductions from the total amount of payment should the events be decreased.

PARTICULARS	DEDUCTION
Production of less than 25 events	5% Deduction of the total contract amount
Production of less than 20 events	7% Deduction of the total contract amount

- Should CITEM deem the services of the agency unsatisfactory anytime within the duration of the contract, the agency shall only receive 4% of the total contract amount x the total number of completed events.
- In the event that the agency fails to provide a host for any of the scheduled events, with exception of non-attendance due to fortuitous circumstances such as illnesses, natural calamities and its impact, or internet connection outage or downtime, a deduction of 4% for every event missed will be applied to the total contract amount. The agency must inform CITEM should he/she will be unable to provide a host least one to two weeks in advance.
- CITEM shall inform the agency and the host of any changes or adjustments in the schedule and line-up of calendar of activities for the agency and/or host's information and calendar.
- 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: **Five Hundred Forty Thousand Nine Hundred Thirty Pesos** **Php 540,930.00**

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