



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: 2021-0117	JO Date: 11/12/2021	PAGE
PR No.: 2021-0280	PR Date: 10/26/2021	

CONTRACTOR/SUPPLIER ERWIN T. ROMULO	DELIVERY TERM
ADDRESS 25 Malipajo Street, Valle Verde 3, Pasig 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 ORIGINAL CONTENT CREATOR FOR THE CREATE PHILIPPINES WEBSITE SCOPE OF WORK AND DELIVERABLES A. Original Video Content Production 1. Produce, develop, and edit at least four (4) original content pieces, which will be published in the CREATE Philippines website. Content should highlight creativity, real-life experience, and expertise of both mainstream or established, and up-and-coming creative industry players in the Philippines. 2. The format for content pieces includes but are not limited to videos (animation, short film, educational, interview, etc.) and digital interactive activities (contests, freebies, etc.). 3. For each original video content, provide a compatible video format for social media channels (Instagram and Facebook post and story) 4. Turn over all coverage reports, data, interviews, photos, videos, and all other multimedia materials gathered from the purpose of this contract B. Others 1. Coordinate with the CREATE Philippines project team, when necessary 2. Provide input and recommendations, when necessary, on materials created by CITEM for the promotion of the video content and interactive activity, to ensure consistency and cohesiveness with the approved original content direction for the CREATE Philippines website 3. Submit report or evaluation, which includes observations, assessments, and recommendations			Php650,000.00
PERIOD OF ENGAGEMENT			
The Original Content Creator shall be contracted upon the issuance of the Notice of Award by CITEM Bids and Awards Committee (BAC) until January 31, 2022. All requirements specified in the Scope of Work portion of this Terms of Reference (TOR) must be delivered within the identified period.			

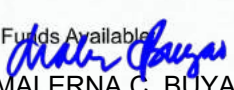
TOTAL AMOUNT IN WORDS:	Php
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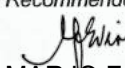
This order is placed subject to the following terms and conditions:
 The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the 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.

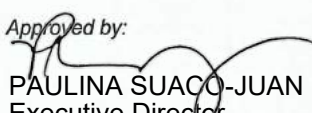
Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Corporate Services Dept.
 CONFORME:

ATTY. SHIRLEY SISON-VESAGAS
 Authorized Representative
 Name & Signature of Contractor/Supplier
 17 November 2021
 Date

BUR No. **CMP-21110886**
 DATE **11/15/2021**
 AMOUNT **Php650,000.00**
 Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

MARJO F. EVIO
 Chief TIDS

 Approved by:

PAULINA SUACO-JUAN
 Executive Director



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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF ORIGINAL CONTENT CREATOR FOR THE CREATE PHILIPPINES WEBSITE			
BUDGET AND PAYMENT TERMS			
Contracted amount for the hiring of an Original Content Creator for the CREATE Philippines Website is PHP 650,000.00 (inclusive of applicable taxes) and shall be charged to the CREATE Philippines 2021 Budget.			
The proposed payment scheme for the project will be billed progressively upon the completion of the following milestones:			
Milestone		Payment	
After presentation, submission, and approval of the theme, topic, or concept for all original content pieces to be produced		50%	
After publication of all content pieces in the CREATE Philippines website, and submission of report/evaluation which includes observations, assessment, and recommendations		50%	
TOTAL		100%	
AGREEMENT BETWEEN PARTIES			
In addition to stipulations within the contract, it is understood that the original content creator agrees on the following upon his/her submission of proposal/bid to CITEM:			
1. That there is a Non-Disclosure Agreement between CITEM and the contracted party; 2. All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally; 3. That the original content creator will ensure that no copyright infringement will occur in the implementation of the project; and 4. The 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.			

TOTAL AMOUNT IN WORDS:	Six Hundred Fifty Thousand Pesos	Php 650,000.00
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Very truly yours,	BUR No. CMP-21110886	Recommended by:
	DATE 11/15/2021	
ATTY. ANNA GRACE I. MARPURI OIC-DM, Corporate Services Dept.	AMOUNT Php650,000.00	MARJO F. EVIO Chief TIDS
CONFORME:		Approved by:
	Funds Available	
ATTY. SHIRLEY SISON-VESAGAS Authorized Representative Name & Signature of Contractor/Supplier	MALERNA C. BUYAO Chief, Controllership Division	PAULINA SUACO-JUAN Executive Director
17 November 2021 Date		