



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:	PAGE 1/6
2021-0135	02/22/2022	
PR No.:	PR Date:	
2021-0329	11/22/2021	

CONTRACTOR/SUPPLIER HAMLIN-ITURRALDE CORPORATION
 ADDRESS (TEAM ASIA)
GF Polaris Corporate Center, Spectrum Midway,
Alabang, Muntinlupa 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
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HIRING OF THE SSX CONFERENCE MANAGER AND VIDEO PRODUCER			PHP 979,960.52
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Scope of Work and Deliverables

A. Coordination and Management of Speakers / Partners

1. Submit to CITEM the names of their manpower who will be directly assigned to the project during the onboarding / coordination meeting to cover the overall conference management, speaker coordination, presentation enhancement, chat support writing, etc.
2. Implement all decisions, directions, and/or updates of the CITEM Project Team, in coordination with its hired Program/Sustainability Director, concerning the conference program, speaker/moderator/presenter requirements and participation, schedule or timeline of preparation and implementation
3. Facilitate and/or assist the CITEM Project Team, in coordination with its hired Program/Sustainability Director and other relevant third party suppliers, in the coordination of the Keynote presenters, panelists, moderators, and/or speakers which may include but not limited to:
 - a. Follow-ups and/or confirmation of invitations (as necessary) to the 50-60 target keynote presenters, panelists, moderators, and/or speakers
 - b. Sending out of necessary materials, briefs, advisories, reminders, etc.
 - c. Confirming and/or ensuring availability and readiness of speakers/ panelists/ moderators/ presenters for production meetings, rehearsals, pre-recordings, technical meetings, press or promo schedules, live discussion, etc. As applicable, represent the speakers, panelists, and moderator/s or host/s in scheduled pre-production or coordination meetings with the CITEM ProjectTeam
 - d. Facilitation and/or support during meetings on topic or segment briefing, production, prerecording, technical requirements, production proper, etc. as necessary Submission of speaker requirements such as press photo, brief profile, presentation materials, feedback surveys, based on the inputs/ instructions of the CITEM Project Team
4. Ensure compatibility and compliance with the prescribed file size, type, and/or dimensions of all the materials from the speakers. Ensure all documents are updated, organized, and accessible by all parties without sacrificing its quality or integrity

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

BUR No. SSX-21120990

Recommended by:

DATE 12/16/2021

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

AMOUNT Php980,000.00

CONFORME:

Approved by:

Beatriz I. Lim
 Name & Signature of Contractor/Supplier

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

Paulina Suaco-Juan
 PAULINA SUACO-JUAN
 Executive Director

Feb 22, 2022

Date



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5. Provide updates on the status of engagement with the speakers, moderators, as may be required by the CITEM Project Team and/or its hired Program/Sustainability Director 6. Submit reports (Post Event, minutes, highlights, etc.) and/or documentation of various engagements for submission and/or as required by CITEM 7. Generate a database that will consist of all the contacts from the coordination and management with the speaker/moderator/presenter/partner and/or their designated representatives and ensure said database is organized and consolidated according to CITEM's guidelines 8. Closely work with the CITEM Project Team and hired or engaged third party suppliers and/or service providers (such as but not limited to the ff: Program/Sustainability Director, Digital Production Team, etc.)			
B. Production of Conference Videos, Collaterals, and/or Presentations 1. Produce and edit/post-process, according to CITEM Guidelines and instructions, the following programs/segments with the target speaker/partner or their designated representative for pre-recording(duration, and speakers/moderators subject to modifications): PLEASE SEE ATTACHED ANNEX A 2. In coordination with and subject to the final approval of CITEM, produce and/or edit existing videos and/or presentation materials from CITEM and/or the said speakers, panelists and moderators prior to the SSX proper dates: <ul style="list-style-type: none"> a. Conduct online and offline production or edits of explainer video/s, videos for transition or loop, frames, motion graphics, and the like b. Assist in the preparation and/or post processing of the presentation materials of the speaker and/or CITEM, as necessary, which may include enhancement of pre-recorded video presentations, speaker profiles and photos, advanced copy of slides, and other resource materials. c. Ensure the appropriateness of content that will be used in presentation materials and videos from the resource speakers, panelists and moderators. d. Ensure quality of videos and presentations that will be used during the event and apply the necessary editing/post processing. e. Ensure that the CITEM-approved SSX branding elements, guidelines, and thematic concept are Incorporated in the materials to be produced. 			

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Very truly yours,

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

CONFORME:

Beatriz I. Lim
 Name & Signature of Contractor/Supplier
Feb 22, 2022
 Date

BUR No. **SSX-21120990**
 DATE **12/16/2021**
 AMOUNT **Php980,000.00**

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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CONTRACTOR/SUPPLIER **HAMLIN-ITURRALDE CORPORATION**
(TEAM ASIA)
 ADDRESS **GF Polaris Corporate Center, Spectrum Midway,**
Alabang, Muntinlupa City
 MODE OF PROCUREMENT **Small Value Procurement**

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3. Edit or adjust the videos edited or produced according to CITEM's, in coordination with its hired Program/Sustainability Director, direction or instruction <ul style="list-style-type: none"> a. Set-up an online working contact / tracking sheet as repository of all comments or instructions following the format to be described by CITEM's project team b. Ensure compliance with deadlines for online, offline, and final pass or submission for every phase of the deliverable and as may be required by the CITEM Project Team 			
4. Set-up a cloud storage as repository for all collaterals for submissions, revisions, and viewing in the duration of the project <ul style="list-style-type: none"> a. Final submissions should follow this export setting: <ul style="list-style-type: none"> 1. Format: H.264 2. Resolution: FHD 1920x1080 3. Frame Rate: 24 4. File Nam: CITEM_S SX_(Segment Name) b. Ensure inclusion of the raw and edited files when submitting the physical /external hard drive 			
5. Incorporate background music as necessary and subject to the approval of CITEM. The hired service provider shall shoulder the necessary fees in the purchase of the background music, as needed			
6. Attend all necessary pre- and post-production meetings to agree on various production elements such as shot list, frame or transition script or guidelines, production design, props, logistics, etc.			
7. Work closely and ensure compliance with the branding guidelines and overall direction of CITEM's Project Team from the Operations Group and Marketing and Promotion Team and its relevant hired third party suppliers or service providers (such as but not limited to the ff: Program/Sustainability Director, DigitalProduction Team, etc.)			

TOTAL AMOUNT IN WORDS: _____ Php

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 OIC-DM, CS Department

BUR No. **SSX-21120990**
 DATE **12/16/2021**
 AMOUNT **Php980,000.00**

Recommended by:

ROWENA D. MENDOZA
 OIC-DM, OG 2

CONFORME:

Beatriz I. Lim
 Name & Signature of Contractor/Supplier
Feb 22, 2022
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director



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HIRING OF THE SSX CONFERENCE MANAGER AND VIDEO PRODUCER

C. Assistance on Publicity and Promotions

- As necessary, facilitate / assist in the preparation, packaging, and arrangement for the on-time delivery of official invitation letters and/or communications to government agencies and instrumentalities, exhibitors and trade visitors, relevant professional government and non-government organizations and industry associations, academe, among others through email to promote attendance in SSX
- Assist CITEM in preparing onsite engagement materials such as chat support script, push notifications/announcements, etc.
- Work closely and ensure compliance with the branding guidelines and overall direction of CITEM's Project Team from the Operations Group and Marketing and Promotion Team

Budget and Schedule of Payment, Equitable Payment

The Contracted Price for this requirement is **NINE HUNDRED SEVENTY NINE THOUSAND NINE HUNDRED SIXTY ABD 52/100 PESOS (Php979,960.52)** inclusive of all applicable taxes with the schedule of payment as follows:

Milestone	Percentage
After the submission of the complete and approved line-up of pre-recorded videos	50%
After submission of the post-event report and the external hard drive complete with the raw and edited video files and other materials or requirements delivered	50%

Equitable Payment

The SSX Conference Manager and Video Producer to be engaged shall be given corresponding equitable payment of the total awarded amount should the number of speakers/ moderators/ presenters from the approved and most updated program be decreased due to non-availability or non-confirmation of the speakers for the pre-recording or due to a change in the format of the program or activity or segment as decided by the CITEM Management:

TOTAL AMOUNT IN WORDS:	Php
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Recommended by:

ROWENA D. MENDOZA
 OIC-DM, OG 2

CONFORME:

Beatriz I. Lim
 Name & Signature of Contractor/Supplier
Feb 22, 2022
 Date

Full Name:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUAGO-JUAN
 Executive Director

Type text



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PARTICULARS –PRODUCTION OF	PAYMENT		
More than 40 videos	100% of Total Contract Amount		
30-39 videos	70% of Total Contract		
20-29 videos	50% of Total Contract		
10-19 videos	30% of Total Contract		
1-9 videos	15% of Total Contract		

Other Terms and Conditions

- 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.
- All materials produced by the winning bidder should be original and aligned with CITEM's mandate.
- 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.
- CITEM reserves the right to make the necessary deductions and/or penalties from the total payment:
 - Deductions shall be made according to the breakdown of equitable payment and the budget percentage per specific activity or deliverable as stated above.
 - Additional 3% deduction will be applied per late and/or unsatisfactory deliverable or service. Should the supplier remedy or adjust any unsatisfactory, partial or initial deliverable or service within the prescribed timeline, said additional 3% deduction will be waived.
 - Inability of the SSX Conference Manager to meet the required number of speakers, moderators and panelists as prescribed by CITEM/Project Team
- In case of emergencies (health reasons or force majeure), they shall only be paid the equitable value of services rendered and/or deliverables produced and submitted. A suitable replacement/proxy speaker may be recommended, subject to the approval of CITEM. Should the replacement/proxy speaker be approved by CITEM and attend the prescribed schedules, no deductions/penalties shall be incurred.

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HIRING OF THE SSX CONFERENCE MANAGER AND VIDEO PRODUCER

Period of Engagement and Timeline

The SSX Conference Manager/Coordinator and Producer shall be officially engaged upon receipt of the Notice of Award until May 2022 with the following timeline:

SPECIFIC ACTIVITIES	TARGET DATE OR WEEK	BUDGET PERCENTAGE
Onboarding and coordination meeting with the SSX Project Team, the SSX Program Director, and/or other hired service providers involved in the production	Upon Notice of Award – 22 February 2022	15%
Pre-Production Meetings with Speakers/ Panelists/ Moderators	Upon speaker's confirmation – 24 February 2022	
Pre-Recording of the Speakers / Presenters with Aggregated Submission of Edited and Pre-Recorded Presentations/Videos	Upon speaker's confirmation – 8 March 2022	35%
Post-Processing of Videos and Other Materials	Until 10 March 2022	35%
Submission of the Post-Processed Videos and Interlock Presentation (Initial presentation and streaming)	11, 14-15 March 2022	
Internal Streaming of Videos	16-18 March 2022	10%
SSX Digital Conference Proper	23-25 March 2022	5%
Submission of Terminal Report and Other Materials	Until 20 May 2022	

The above activities/deliverables 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.

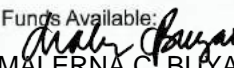
TOTAL AMOUNT IN WORDS Nine Hundred Seventy Nine Thousand Nine Hundred Sixty Pesos and 52/100	Php 979,960.52
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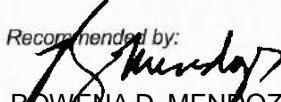
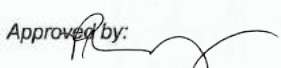
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MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

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

PAULINA SUACO-JUAN
 Executive Director

B. Production of Conference Videos, Collaterals, and/or Presentations

PROGRAM	FOCUS / ROLE	TARGET SPEAKER / PARTNER OR THEIR DESIGNATED REPRESENTATIVE	EST. DURATION
Feb 22, 2022 PHILIPPINE LEGALARY Est Total of Pre-Recorded Videos for Day 1: 15			
Opening Ceremony	Opening Remarks	Executive Director Pauline Suaco-Juan, CITEM	3-6 mins
	Opening Message	Undersecretary Abdulgani M. Macatoman, Trade Promotions Group, DTI	3-6 mins
	Welcome Remarks	Secretary Ramon. M. Lopez, DTI	3-6 mins
Keeping Up with the Global Sustainability Agenda	Key Presentation	Dr. Selva Ramachandran, Resident Representative, United Nations Development Programme (UNDP) in the Philippines or designated representative	8-12 mins
The State of Sustainability in the Philippines	Key Presentation	Deputy Speaker Loren Legarda or designated representative	15-23 mins
How the Philippines is Addressing Sustainability and What Does This Mean for Business	Key Panel Presenter	Senator Pia Cayetano, Chairperson, Senate Committee on Sustainable Development Goals	3-6 mins
	Sprint Presentation	Undersecretary Mercedita A. Sombilla, Regional Development Group, NEDA (National Economic and Development Authority)	30-45 mins
		Assistant Secretary Ann Claire C. Cabochan, Consumer Protection Group, DTI (Department of Trade and Industry)	
		Director William P. Cuñado, Environmental Management Bureau, DENR (Department of Environment and Natural Resources)	
	Director Annabelle V. Briones, Industrial Technology Development Institute (ITDI), DOST (Department of Science and Technology)		
Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Executive Director Bonar Laureto, Business for Sustainable Development		
	Key Panel Presenter	Ms. Kati Hannele Tanninen, Representative in the Philippines, Food and Agriculture Organization	3-6 mins
Road to Circular Food: Opportunities and Challenges	Sprint Presentation	MS. KATI HANNELE TANNINEN, Representative in the Philippines, Food and Agriculture Organization	30-45 mins
		MR. KELLY BIRD, Country Director, Asian Development Bank – Philippine Country Office (ADB PhCO)	
		Cherrie Atilano, Founding Farmer, CEO and President of AGREA Agricultural Systems International World Wildlife Fund Philippines	
	Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Marianna L. Vargas-Morada, Manager, Partnerships, Oscar M. Lopez Center (OML)	
Rethink Design for Responsible	Sprint Presentation	IDEO	5-10 mins
		COUNTRY DIRECTOR PILAR ARAMAYO-PRUDENCIO, British Council in the Philippines	5-10 mins

Consumption and Production		MS. NINA MIRABUENO OPIDA AND MR. JOSEF WERKER, Co Founders, Humble Sustainability	5-10 mins
	Panel Discussion	Sprint Presentation Speakers for the said program Moderator: EXECUTIVE DIRECTOR VAL AMIEL VESTIL, Association of Young Environmental Journalists (AYEJ) / ATTY. ANTONIO LAVINA, Dean, Ateneo School of Government	15-23 mins
The Role of Business in Shifting to Circular Economy	Keynote Presentation	World Economic Forum	20-30 mins
	In Conversation	Keynote Presenter Interview with Atom Araullo	20-30 mins
DAY 2: FOOD Est Total of Pre-Recorded Videos for Day 2: 18			
SUSTAINABILITY TRENDS FOR THE FUTURE OF FOOD	Opening Remarks	Undersecretary Ruth Castelo, Consumer Protection Group, DTI	5-10 mins
	Key Panel Presenter	Country Director Brenda Barton, World Food Programme	5-10 mins
	Sprint Presentation	UPLB Food Institute	5-10 mins
		Tobi Tamayo	5-10 mins
		Informa Insights	5-10 mins
Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Mr. Juhern Kim, Country Representative, Global Green Growth Institute	20-30 mins	
FOOD ORIGINS AND ECOLOGICAL BALANCE	Sprint Presentation	Reynaldo "DatuMakadingding" Gil G.Lomarda, Greenminds	5-10 mins
		Hon. Elcid C. Pangilinan, Head of the Strategy and Knowledge Management Group, Land Bank of the Philippines	5-10 mins
		Mindanao Development Authority (MinDA)	5-10 mins
		Mr. Ramon Uy, Fresh Start Organics	5-10 mins
	Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Charlene Tan, Founder, Good Food Community	15-20 mins
BEHIND THE FOOD WE EAT	Sprint Presentation	Mr. Virgilio Co, President, Manly Plastics Inc.	5-10 mins
		OCCP-CERES / ECOCERT / NICERT	5-10 mins
		UNIDO (Cold Chain)	5-10 mins
		Next-Level Farm / Representative from the Water Industry	5-10 mins
	Panel Discussion	Sprint Presentation Speakers for the said program Moderator: MS.PACITA "CHIT" JUAN, Founder and Owner, ECHOStore Sustainable, Lifestyle	15-20 mins
LEARN FROM MILAN, CHAMPION OF CIRCULAR FOOD SYSTEM	Keynote Presentation	Filippo Gavazzeni, Milan Urban Food Policy Pact	20-30 mins
	In Conversation	Keynote Presenter Interview with Nazrin Castro, Manager, The Climate Reality Project	20-30 mins
DAY 3: FOOD Est Total of Pre-Recorded Videos for Day 3: 19			
NEW AGE OF GOODS AND PRODUCTS FOR	Opening Remarks	Executive Director Rhea Matute, Design Center of the Philippines (DCP)	5-10 mins
	Key Panel Presenter	Whitney Bauck, Award-winning Sustainability Journalist	5-10 mins

CONSCIOUS CONSUMERS	Sprint Presentation	IKEA	5-10 mins
		Philippine Textile Research Institute	5-10 mins
		Kids for Kids	5-10 mins
	Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Bianca Gonzales	20-30 mins
DOING BUSINESS IN AN ETHICAL WORLD	Sprint Presentation	PCEPSDI	5-10 mins
		PHILGBC	5-10 mins
		Pete Delantar, Nature's Legacy	5-10 mins
	BAYO	5-10 mins	
Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Reese Fernandez-Ruiz, Founding Partner of Rags2Riches	15-20 mins	
CIRCULAR MATERIAL AND RESPONSIBLE INNOVATION	Sprint Presentation	BUREO, FISHNETS / SAITEX	5-10 mins
		AIR INK	5-10 mins
		PIDC	5-10 mins
		CHOP VALUE	5-10 mins
	Matthew "Chuck" Lazaro, Vice President, Asia Textile Mills, Inc. (ASIATEX)	5-10 mins	
Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Executive Director Rhea Matute, Design Center of the Philippines (DCP)	15-20 mins	
KEYNOTE PRESENTATION ON FASHION AND LIFESTYLE	Keynote Presentation	Resource Speaker from an international brand or organization that champions sustainability in the fashion or lifestyle sector	20-30 mins
	In Conversation	Keynote Presenter Interview with Pam Quinones	20-30 mins

Kindly note that the above program and speaker line-up are provisional and subject to adjustments based on the speaker confirmation and project updates/direction by the CITEM Management.

* Please do not detached part of the JO