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ADDRESS         (TEAM ASIA)           GF Polaris Corporate Center, Spectrum Midway, Alabang, Muntinitupa City         PARCE OF DELIVERY           MORE OF PARCENTRAMENT Small Value Procurement         PLACE OF DELIVERY           Date of Parcentraments lead table value to the terms and conditions contained herein. Address all correspondences to the Center for retermational Tradit Egroations and Management of Speakers / Partners         MORE OF DELIVERY           HIRING OF THE SSX CONFERENCE MANAGER AND VIDEO PRODUCER         PHP 979,960.57           Scope of Work and Deliverables         A. Coordination and Management of Speakers / Partners         MOUNT           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, chai support writing, etc.         Inclorement 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/resenter squalities, moderators, and/or speakers with may include but not limited to:         B. Follow-ups and/or confirmation of invitations (as necessary) to the 50-60 target keynote presenters, panelists, moderators, and/or speakers of panelists, moderators, presenters, panelists, moderators, and/or speakers for proson schedules, Investing scheduled pre-production or coordination meetings, press or promo schedules, Investing and/or and the reservers panelists moderators/ presenters, panelists, moderators, end/or speakers for proson schedules, Investing scheduled pre-production or coordination meetings, press or promo schedules, Investing sch			PH	LIPPINES			1		
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Proceeding the direct the requirements labed balow adjust to the torus and conditions conterined herein. Address all correspondence to the Center for	Alabang, Muntinlupa City								
International Trade Expositions and Missions (CIPEM)         DESCRIPTION         OTYUNIT         UNIT PRICE         AMOUNT           HIRING OF THE SSX CONFERENCE MANAGER AND VIDEO PRODUCER         PHP 979,960.52         Scope of Work and Deliverables         PHP 979,960.52           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.         Phine Project during the onboarding / coordination meetings to cover the overall conference management, speaker moderator/presenter requirements and participation, schedule or timeline of preparation and implementation           B. Facilitate and/or assist the CITEM Project Team, in coordination with its hired Program/Sustainability Director and their relevant third party supplicers, in the coordination of the Keynote presenters, panelists, moderators, and/or speakers         B. Sending out of necessary materials, briefs, advisories, etc.         C. Onfirming and/or ensuring availability and reactions, orbic or segment briefing, production, presenters panelists, moderators, and/or speakers?         B. Facilitation and/or support during meetings, rehearals, pre-recordings, technical meetings, with the CITEM Project Team         A. Facilitation and/or support during meetings on topic or segment briefing, production, presenters counding, technical requirements such as press photo, brief profile, presentation materials, feedback surveys, based on the inputs' instructions of all the materials from the speakers         Confinetinspeakers           1. Fac	Small Value Procur	ement		DATE OF	DELIVER	<b>v</b>			
HIRING OF THE SSX CONFERENCE MANAGER AND VIDEO PRODUCER       PHP 979,960.52         Scope of Work and Deliverables       PhP 979,960.52         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 hird 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:       2.         A. Foldiwurgs and/or assist the CITEM Project Team, in coordination with its hird 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:       3.         B. Foldiwurgs and/or ensuring availability and readiness of speakers/ panelists/ moderators/ presenters panelists, moderators, and/or speakers (panelists/ moderators/ presenters panelists, moderators, and/or speaker requirements such as press or promo schedules, the discussion of c.C. As applicable, represent the speakers, panelists, moderators/ presenters panelists, moderators/ support during meetings on topic or segment briefing, production, prerecording, technical meetings, rebeakers. Ensure compatibility and compliance with the prescribed file size, type, and/or dimensions of all the materials from the speakers. Ensure las presses pholo, brief profile, presentation materials, feedback		ct to the term	s and condit	ions contained	l herein. /	Address all corre	espond	ence to the Center	r for
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materials from the speakers. Ensure all documents are updated, organized, and accessible by all parties without sacrificing its quality or integrity       Php         TOTAL AMOUNT IN WORDS:       Php         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 Amagement Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn end/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, 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 must present a Delivery Receipt and Invoice or Official Receipt with the Job Order upon delivery.       Record for the TOTAL AMOUNT unless 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.       Record for the DOF upon delivery.         Very truly yours,       BUR No.       SSX-21120990       Record for the DOF upon delivery.         MOUNT       Php980,000.00       Funde Avertable for Contractor/supplier       Record for the DOF upon delivery.         Name & Signature of Contractor/supplier       Funde Averta	<ul> <li>presenters, panelists, moderators, and/o</li> <li>b. Sending out of necessary materials, brie</li> <li>c. Confirming and/or ensuring availability ar presenters for production meetings, rehe promo schedules, live discussion, etc. As moderator/s or host/s in scheduled pre-p ProjectTeam</li> <li>d. Facilitation and/or support during meetin requirements, production proper, etc. as brief profile, presentation materials, feed Project Team</li> </ul>	r speaker fs, adviso nd readin- earsals, pr s applicat production gs on top necessar back surv	s ries, rem ess of sp e-recordi ole, repre- or coord ic or segr ySubmis reys, bas	inders, etc eakers/ pa ngs, techr sent the s ination me nent briefi sion of spe ed on the	c. anelists nical mo beakers eetings ng, pro eaker re inputs/	/ moderator eetings, pre s, panelists with the Cl induction, pre equirement instructions	rs/ ess or , and TEM ereco s suc s of th	rding, technic h as press ph he CITEM	
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ATTY. ANNA GRACE I. MARPURI OIC-DM, CS Department #19. Manual analy CONFORME: Beatriz I. Lim Name & Signature of Contractor/Supplier Feb 22, 2022 AMOUNT Php980,000.00 Funde Available forum MALERNA C. BUYAO Chief Contrallorship Division	inspection by CITEM-Management Inspection Team and/or the Commission subject to the <b>PENALTY</b> of $1/10$ of $1\%$ of the <b>TOTAL VALUE</b> of the shall be considered in default and will be liable to pay LIQUIDATED requested and CITEM granted an extension. The contractor/supplier author	on on Audit. Re is ORDER for DAMAGES ir izes CITEM to	ejected delive EACH DAY C In the amount deduct the an	ries are to be v DF DELAY. In c of nount of undeliv	vithdrawn ase the co of vered portic	and/or replaced intractor/supplier the <b>TOTAL AMC</b> on and to deduct	immedia does no DUNT ui the pen	ately. Delay in the de ot deliver within the d nless the contractor alty and liquidated d	elivery is lue date, /supplier
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Beatriz I. Lim     Funds Available     Paula       Name & Signature of Contractor/Supplier     Funds Available     PAULINA SUACO-JUAN       Feb 22, 2022     MALERNA C. BUYAO     Executive Director	Amal	AMOUNT	Pnp98	0,000.00	,		52		
Name & Signature of Contractor/Supplier         Materna C. BUYAO         PAULINA SUACO-JUAN           Feb 22, 2022         MALERNA C. BUYAO         Executive Director			1			Approxed by:	$\cap$		
Feb 22, 2022 MALERNA C. BUYAO Executive Director		Funder	alable ou	yas		PAULINA	SUA	O-JUAN	
Date Chief, Controllership Division					-				
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U	⊠ info@citem.com.ph @ www.citem.com		PHILIPPINES	2021-0329		2/2021	
CONTRACTOR/S		RPORATION	DELIVERY	TERM			
ADDRESS	(TEAM ASIA)		PAYMENT	TERM			
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	ish this office the requirements listed below subject Expositions and Missions (CITEM).	ct to the terms and con	ditions contained	herein. Address all co	prrespondence	to the Center	for
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TOTAL AMOUNT	IN WORDS:	1.5			Ph	р	
	subject to the following terms and conditions:			1.0			
inspection by CITEM subject to the <b>PENAL</b> s/he shall be conside requested and CITEM from any of its receive Very truly yours, ATTY. ANNA OIC-DM, CS CONFORME:	st be made only during office hours to CITEM or as may Management Inspection Team and/or the Commission LTY of <u>1/10 of 1%</u> of the TOTAL VALUE of this leared in default and will be liable to pay LIQUIDATED M granted an extension. The contractor/supplier authority vables from CITEM. The contractor/supplier must prese GRACE I. MARPURI Department March Beatriz I. Lim & Signature of Contractor/Supplier Feb 22, 2022	on on Audit. Rejected dei is ORDER for <b>EACH DA</b> DAMAGES in the amou izes CITEM to deduct the ont a Delivery Receipt and BUR No. <u>SSX-</u> DATE <u>12/16</u>	liverles are to be w <b>Y OF DELAY</b> . In ca int of a amount of undeliv d Invoice or Officia 21120990 6/2021 6/2021	ithdrawn and/or replace ase the contractor/suppl of the TOTAL A. ered portion and to dedu Receipt with the Job O Recommend ROWEN OIC-DM, Approveerby	ed immediately. I ier does not delive MOUNT unless act the penalty a rder upon delive ded by: A D. MEND OG 2	Delay in the de ver within the d the contractor and liquidated d ry.	elivery is lue date, /supplier
	Date	Chief, Controlle		n Exec		in him	

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	CENTER FOR INTERNATIONAL TRADE EXPOSITI	ONS AND MIS	SIONS	JC	O Number:	JO Date:	PAGE
110	Golden Shell Pavilion, Roxas Boulevard corner Sen. 1300 Pasay City, Metro Manila, Philip	Gil J. Puyat Aver		202	1-0135	02/22/2022	2/0
()	€ (632) 831-2201 to 09 ext. 218 📇 (632) 831-1	368, 832-3965	MG		PR No.:	PR Date:	3/6
0	Info@citem.com.ph @www.citem.co	m.pn	PHILIPPINES	202	21-0329	11/22/2021	
CONTRA	CTOR/SUPPLIER HAMLIN-ITURRALDE CO	RPORATIC		ERY TERM			
	(TEAM ASIA)						
ADDRES GF PC	s olaris Corporate Center, Spectrum I	Midway					
Alaba	ng. Muntinlupa City	manna, j,	PLACE	OF DELIV	ERY		
MODE O	ng, Muntinlupa City PROCUREMENT Small Value Procu	rement	DATE 0	OF DELIVE	RY		
Please pro	vide/furnish this office the requirements listed below subje al Trade Expositions and Missions (CITEM).		and conditions conta	ined herein.	Address all corre	espondence to the Cente	r for
	DESCRIPTION	27 ( C. )	QTY	/UNIT	UNIT PRIC	E AMOUN	IT
HIRIN	G OF THE SSX CONFERENCE M	ANAGER	AND VIDEC	) PROD	UCER		
	Edit or adjust the videos edited or produce Program/Sustainability Director, direction			n coordina	ation with its	hired	
	<ul> <li>Set-up an online working con instructions following the form</li> </ul>					nts or	
	<ul> <li>Ensure compliance with dead for every phase of the deliver</li> </ul>	dlines for or	nline, offline, an	d final pa	ss or submis		
	Team Set-up a cloud storage as repository for al						
	duration of the project a. Final submissions should follo	ow this exp	ort setting:				
	1. Format: H.264		on setting.				
	2. Resolution: FHD	1920x1080					
	3. Frame Rate: 24						
	4. File Nam: CITEM	_SSX_(Seg	gment Name)				
	b. Ensure inclusion of the raw a hard drive	nd edited fil	es when submi	tting the p	hysical /ext	ernal	
	Incorporate background music as necessa service provider shall shoulder the necess needed						
	Attend all necessary pre- and post-produc	tion meetin	gs to agree on	various p	roduction el	ements	
	such as shot list, frame or transition script					, etc.	
7.	Work closely and ensure compliance with					and its valey and bis	a al thaireal
	CITEM's Project Team from the Operatio party suppliers or service providers (such						ea thira
	DigitalProduction Team, etc.)	ras but not		. i iografi	n/Oustainabi	inty Director,	
	5		1	1.1			
TOTAL A	MOUNT IN WORDS:	1.1				Php	
This order	is placed subject to the following terms and conditions:						
	livery must be made only during office hours to CITEM or as ma						
inspection	by CITEM-Management Inspection Team and/or the Commissi 1/10 of 1%	ion on Audit. Rej	ected deliveries are to	be withdrawn	and/or replaced in	mmediately. Delay in the d	elivery is
	the PENALTY of 1/10 Of 1% of the TOTAL VALUE of the						
	be considered in default and will be liable to pay LIQUIDATEL and CITEM granted an extension. The contractor/supplier autho					UNT unless the contractor the penalty and liquidated (	Concernance and the second
	its receivables from CITEM. The contractor/supplier must pres						
Very truly	yours,	BUR No.	SSX-211209	90	Recommended	l by:	
ATTY.	ANNA GRACE I. MARPURI	DATE	12/16/2021			unday?	
OIC-D	M, CS Department				OIC-DM O	G2	
CONFOR	Mignonte nacen Umi	AMOUNT _	Php980,000			~ 2	
					Approved by:	$\sim$	
	Beatriz I. Lim V Name & Signature of Contractor/Supplier	Fundad	able augas		PAULINA	ŠUAČO-JUAN	
	Feb 22, 2022		A C. BUYAO			ve Director	
	Date	Chief, Co	ntrollership Div	ISION		ann	

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS	@	JO Number:		JO Date:	PAGE
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines	dti	2021-0135		02/22/2022	4/6
(632) 831-2201 to 09 ext. 218	PHILIPPINES	PR No.: 2021-0329		PR Date: 11/22/2021	., 0
ONTRACTOR/SUPPLIER HAMLIN-ITURRALDE CORPORATION	DELIVER	Y TERM			
(TEAM ASIA) DRESS GF Polaris Corporate Center, Spectrum Midway,	PAYMENT	TERM			
iF Polaris Corporate Center, Spectrum Midway,	PLACE O	F DELIVERY			
Alabang, Muntinlupa City	DATE OF	DELIVERY			
lease provide/furnish this office the requirements listed below subject to the terms and con ternational Trade Expositions and Missions (CITEM).	nditions containe	d herein. Address all	correspo	ndence to the Center	for
DESCRIPTION	QTY/U		RICE	AMOUN	т
<ol> <li>Assistance on Publicity and Promotions         <ol> <li>As necessary, facilitate / assist in the preparation, pack delivery of official invitation letters and/or commun instrumentalities, exhibitors and trade visitors, releva government organizations and industry associations, ac promote attendance in SSX</li> <li>Assist CITEM in preparing onsite engagement materials s notifications/announcements, etc.</li> <li>Work closely and ensure compliance with the branding guid CITEM's Project Team from the Operations Group and Mar</li> </ol> </li> </ol>	lications to int professi cademe, am uch as chat elines and o	government onal governm iong others th support script, verall direction	ageno ent a rough push of	cies and ind non-	
The Contracted Price for this requirement is <b>NINE HUNDRED</b> <b>HUNDRED SIXTY ABD 52/100 PESOS (Php979,960.52)</b> inc schedule of payment as follows:			with t	he	
The Contracted Price for this requirement is NINE HUNDRED HUNDRED SIXTY ABD 52/100 PESOS (Php979,960.52 ) inc schedule of payment as follows: Milestone	lusive of all	applicabletaxes	with t		
HUNDRED SIXTY ABD 52/100 PESOS (Php979,960.52) inc schedule of payment as follows:	lusive of all up of pre-rec al hard drive	applicabletaxes orded videos complete with t	with the second	he <b>rcentage</b>	
The Contracted Price for this requirement is NINE HUNDRED HUNDRED SIXTY ABD 52/100 PESOS (Php979,960.52) inc schedule of payment as follows: Milestone After the submission of the complete and approved line-to After submission of the post-event report and the externa raw and edited video files and other materials or requirer	up of pre-rec al hard drive ments delive gaged shall b moderators, i-confirmatio	applicabletaxes orded videos complete with t red e given corresp / presenters fro n of the speake	with the period	he rcentage 50% 50% g equitable pay approved and the pre-recordi	most
The Contracted Price for this requirement is NINE HUNDRED HUNDRED SIXTY ABD 52/100 PESOS (Php979,960.52 ) inc schedule of payment as follows: Milestone After the submission of the complete and approved line-u After submission of the post-event report and the externa raw and edited video files and other materials or requirer Equitable Payment The SSX Conference Manager and Video Producer to be eng of the total awarded amount should the number of speakers/ updated program be decreased due to non-availability or non	up of pre-rec al hard drive ments delive gaged shall b moderators, i-confirmatio	applicabletaxes orded videos complete with t red e given corresp / presenters fro n of the speake	with the period	he rcentage 50% 50% g equitable pay approved and the pre-recordi	most

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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  (6) www.citem.com.ph		JO Number: 2021-0135 PR No.: 2021-0329	JO Date: 02/22/2022 PR Date: 11/22/2021	PAGE 5/6
CONTRACTOR/SUPPLIER HAMLIN-ITURRALDE CORPORATION (TEAM ASIA) GF Polaris Corporate Center, Spectrum Midway, Alabang, Muntinlupa City MODE OF PROCUREMENT Small Value Procurement				
Please provide/furnish this office the requirements listed below subject to the terms and cond International Trade Expositions and Missions (CITEM).	ditions contained	d herein. Address all corre	spondence to the Cente	r for
DESCRIPTION	QTY/UN		E AMOUN	T
HIRING OF THE SSX CONFERENCE MANAGER AND	VIDEO F	PRODUCER		

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**

- 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. All materials produced by the winning bidder should be original and aligned with CITEM's mandate.
- 3. 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.
- 4. CITEM reserves the right to make the necessary deductions and/or penalties from the total payment:
  - a. Deductions shall be made according to the breakdown of equitable payment and the budget percentage per specific activity or deliverable as stated above.
  - b. 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.
  - c. Inability of the SSX Conference Manager to meet the required number of speakers, moderators and panelists as prescribed by CITEM/Project Team
- 5. 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.

TOTAL AMOUNT IN WORDS:		Php
This order is placed subject to the following terms and condition		
The delivery must be made only during office hours to CITEM		
inspection by CITEM-Management Inspection Team and/or the C	ommission on Audit. Rejected deliveries are to be withdr	awn and/or replaced immediately. Delay in the delivery is
inspection by CITEM-Management Inspection Team and/or the C subject to the PENALTY of 1/10 Of 1% of the TOTAL VA	LUE of this ORDER for EACH DAY OF DELAY. In case to	he contractor/supplier does not deliver within the due date,
s/he shall be considered in default and will be liable to pay LIQU		_ of the TOTAL AMOUNT unless the contractor/supplier
requested and CITEM granted an extension. The contractor/suppli	er 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 m		
~	00% 04400000	1
Very truly yours,	BUR No. SSX-21120990	Recommended by:
ATTY. ANNA GRACE I. MARPURI	DATE 12/16/2021	T Mundar
OIC-DM, CS Department	DATE 12/10/2021	ROWENA D. MENDOZA
Miquoute Raced game	Php980,000.00	OIC <sup>L</sup> DM, OG 2
CONFORME:	AMOUNT	
		Approved by:
Beatriz I. Lim	Funds Available:	
Name & Signature of Contractor/Supplier	MALLER CALLAN	PAULINA SUACO-JUAN
Feb 22, 2022	MALERINA OL DUMAO	Executive Director
Date	Chief, Controllership Division	

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r: JO Date: 5 02/22/2022 PR Date: 29 11/22/2021	page 6/6
oss a	ess all correspondence to the Center f

International Trade Expositions and Missions (CITEM)

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT	

### 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       Upon Notice of Award -22 February         Project Team, the SSX Program Director, and/or other       2022         hired service providers involved in the production       2022		15%	
Pre-Production Meetings with Speakers/ Panelists/ Moderators	e-Production Meetings with Speakers/ Panelists/ Upon speaker's confirmation –		
Pre-Recording of the Speakers / Presenters with Aggregated Submission of Edited and Pre-Recorded Presentations/Videos	Speakers / Presenters with on of Edited and Pre-RecordedUpon speaker's confirmation – 8 March 2022		
Post-Processing of Videos and Other Materials	Until 10 March 2022		
Submission of the Post-Processed Videos and Interlock Presentation (Initial presentation and streaming)	11, 14-15 March 2022	35%	
Internal Streaming of Videos	ernal Streaming of Videos 16-18 March 2022		
SSX Digital Conference Proper	23-25 March 2022	5%	
Submission of Terminal Report and Other Materials	Until 20 May 2022	5 70	

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 WORDSNine Hundred Seventy Nine Thousand Nine Hundred Sixty Pesos and 52/100 Php 979,960.52

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 <u>1/10 of 1%</u> 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.

Funds Available

Very truly yours,

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

Beatriz I. Lim

Name & Signature of Contractor/Supplie Feb 22, 2022

Date

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

Chief, Controllership Division

BUYAO

Reco nended by: ENA D. MENDOZA OIC-DM, OG 2

Approved by: PAULINA SUACO-JUAN Executive Director

PROGRAM	FOCUS / ROLE	TARGET SPEAKER / PARTNER OR THEIR DESIGNATED DEEDESENTATIVE Feb 22, 2022	EST. DURATION			
Est Total of Pre-Recorded Videos for Day 1: 15						
	Opening Remarks	Executive Director Pauline Suaco-Juan, CITEM	3-6 mins			
Opening Ceremony	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			
	Key Panel Presenter	Senator Pia Cayetano, Chairperson, Senate Committee on Sustainable Development Goals	3-6 mins			
		Undersecretary Mercedita A. Sombilla, Regional				

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

	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 MR. KELLY BIRD, Country Director, Asian Development Bank – Philippine Country Office (ADB PhCO)	30-45 mins
		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		IDEO	5-10 mins
	Sprint Presentation	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
	Est Tatal of	DAY 2: FOOD Pro Decended Videog for Der 2: 18	I
	Est lotal of	Pre-Recorded Videos for Day 2: 18	
	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
TRENDS FOR THE FUTURE OF FOOD		UPLB Food Institute	5-10 mins
TOTORE OF TOOD	Sprint Presentation	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	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
BALANCE		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
	Sprint Presentation	Mr. Virgilio Co, President, Manly Plastics Inc.	5-10 mins
		OCCP-CERES / ECOCERT / NICERT	5-10 mins
BEHIND THE FOOD		UNIDO (Cold Chain)	5-10 mins
WE EAT		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,FounderandOwner, 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	Opening Remarks	Executive Director Rhea Matute, Design Center of the Philippines (DCP)	5-10 mins
PRODUCTS FOR	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
	Sprint Presentation	PCEPSDI	5-10 mins
		PHILGBC	5-10 mins
DOING BUSINESS IN AN ETHICAL WORLD		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