

JOB ORDER

CITEM.STR.FR.006



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: 2022-0010	JO Date: 02/04/2022	PAGE
PR No.: 2022-0018	PR Date: 12/14/2021	

CONTRACTOR/SUPPLIER ARTISAN PLUS TECHNICAL SERVICES LLC	DELIVERY TERM
ADDRESS Al Quoz Industrial Area 4, Al Quoz, Dubai, UAE	PAYMENT TERM
MODE OF PROCUREMENT OVERSEAS 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 Onsite Photographer, Visual Merchandiser and Stand Assistant for Gulfood 2022			US\$7,200.00 or Php369,446.40
On site Photographer : 13 - 14 Feb 2022 Scope of Work: 1. Take photos of no less than 200 images of suggested shots of the client. 2. Submit the raw files of the photos on the day of the shoot and provide the necessary equipment and props	1 pax		
Visual Merchandisers plus props: 12 February 2022 ingress Props (baskets, standees) Scope of Work: 1. Curate the products based on the requirement of the client and provide assistance to the on-site officers & exh as needed	2 pax		
Stand Assistants : 13 - 17 February 2022 Scope of Work: 1. Provide assistance to on site officers and exhibitors 2. Provide assistance to buyers in the use of virtual pods 3. Encourage buyers/visitors to visit the Philippine booth 4. Coordinate with contractor's stand-by computer tech for any technical problem that needs trouble shooting	2 pax		
* Please see attached CONSOLIDATED SHOT LIST FOR GULFOOD 2022 Do not detached part of the Job Order			

TOTAL AMOUNT IN WORDS:	Seven Thousand Two Hundred US Dollars or Three Hundred Sixty Nine Thousand Four Hundred Forty Six Pesos and 40 Centavos	Php 369,446.40 or US\$7,200.00
------------------------	---	-----------------------------------

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, CS Department

CONFORME:

 Name & Signature of Contractor/Supplier
 2/10/2022
 Date

BUR No. GF-22020058
 DATE 02/07/2022
 AMOUNT US\$7,200.00 or
Php369,446.40

Funds Available

MALERNA C. BUYAO
 Chief Controllership Division

Recommended by:

ROWENA D. MENDOZA
 OIC-DM, OG 1

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

CONSOLIDATED SHOT LIST FOR GULFOOD 2022

OPENING CEREMONY SHOT LIST

CAMERA VIEW NO.	SHOTLIST	TYPE	REMARKS
1	FRONT VIEW OF ACTUAL OPENING CEREMONY	VIDEO + PHOTO CAMERA	1. CAPTURE THE WHOLE PROGRAM 2. PROVIDE CLOSE UP SHOT OF EACH SPEAKER 3. PROVIDE ACTION SHOT OF THE WHOLE PROGRAM WITH AUDIENCE
2	PERSPECTIVE VIEW FROM RIGHT SIDE OF OPENING CEREMONY	PHOTO CAMERA	ACTION SHOT OF WHOLE PROGRAM
3	PERSPECTIVE VIEW FROM LEFT SIDE OF OPENING CEREMONY	PHOTO CAMERA	ACTION SHOT OF WHOLE PROGRAM
4	OVER-ALL PERSPECTIVE VIEW OF CLUSTER B PAVILION	PHOTO CAMERA	ACTION SHOT OF WHOLE PROGRAM CAPTURING THE OVER-ALL PERSPECTIVE VIEW OF CLUSTER B

EVENT PROPER SHOT LIST CLUSTER B

CAMERA VIEW NO.	SHOTLIST	TYPE	REMARKS
1	OVER-ALL LEFT PERSPECTIVE VIEW OF CLUSTER B PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
2	FRONT VIEW OF PREPARATION AREA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
3	CLOSE-UP VIEW OF GONDOLA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF GONDOLA WITH PRODUCTS
4	CLOSE-UP VIEW OF WALL SHELVES	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF WALL SHELVES WITH PRODUCTS
5	PERSPECTIVE VIEW OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
6	FRONT VIEW OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
7	PERSPECTIVE VIEW OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
8	INTERIOR PERSPECTIVE VIEW OF EXHIBITOR AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
9	INTERIOR PERSPECTIVE OF PREPARATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
10	INTERIOR PERSPECTIVE OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
11	INTERIOR PERSPECTIVE OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)

EVENT PROPER SHOT LIST CLUSTER A			
CAMERA VIEW NO.	SHOTLIST	TYPE	REMARKS
1	OVER-ALL LEFT PERSPECTIVE VIEW OF CLUSTER A PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
2	PERSPECTIVE VIEW OF EXHIBITOR AREA FROM OUTSIDE THE PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
3	INTERIOR PERSPECTIVE OF EXHIBITOR AREA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
4	CLOSE-UP VIEW OF WALL EXHIBITOR SHELVES	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF WALL SHELVES WITH PRODUCTS
5	CLOSE-UP VIEW OF GONDOLA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF WALL SHELVES WITH PRODUCTS
6	OVER-ALL FRONT VIEW OF CLUSTER A PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
7	OVER-ALL RIGHT PERSPECTIVE VIEW OF CLUSTER A PAVILION	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)

Include **PHOTO** Action Shots for the ff:

1. Opening Ceremony
 - a. Include at least 2 pictures of each speaker.
 - b. Ribbon Cutting
 - i. At least 2 pictures of each participant in the ribbon cutting
 - ii. Wide angle shot of ribbon cutting ceremony participants
 - iii. Wide angle shot of ribbon cutting ceremony with audience
 - c. Photo-op in front of the pavilion (together with the bouquet, Pavilion, and participants)
(VIPs, VIPS + PH Delegation, PH Delegation only)
2. Business matching activities
3. Interaction of buyers in the Exhibitor Product Display
4. Interaction of visitors watching the LED Video Wall
5. Interaction of visitors inquiring in Reception Area
6. Visitors scanning the QR codes on the Storage Wall
7. Visitors scanning QR codes of exhibitors
8. Perspective shots of pavilion with visitors
9. Interaction of VIPs inside the Pavilion
10. Time-lapse shot of the pavilion

Include **VIDEO** Action Shots for the ff:

1. Opening Ceremony
 - a. Include focus video of each speaker.
 - b. Ribbon Cutting
 - i. Focus video of each participant in the ribbon cutting
 - ii. Wide angle shot of ribbon cutting ceremony participants
 - iii. Wide angle shot of ribbon cutting ceremony with audience
 - c. Video in front of the pavilion (together with the bouquet, Pavilion, and participants)
(VIPs, VIPS + PH Delegation, PH Delegation only)
2. Business matching activities
3. Interaction of buyers in the Exhibitor Product Display
4. Interaction of visitors watching the LED Video Wall
5. Interaction of visitors inquiring in Reception Area
6. Visitors scanning the QR codes on the Storage Wall
7. Visitors scanning QR codes of exhibitors
8. Perspective shots of pavilion with visitors
9. Interaction of VIPs inside the Pavilion
10. Time-lapse shot of the pavilion