

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: 2023-0209	JO Date: 10/13/2023	PAGE
PR No.: 2023-0443	PR Date: 10/05/2023	

CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAO ADDRESS Unit 602 G/F Casino Suites 4508 Casino Street, Palanan Makati City MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY
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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 PHOTOGRAPHY SERVICES FOR HOME, FASHION, AND LIFESTYLE PRODUCTS OF MANILA FAME 2023 SCOPE OF WORK HFL AND PRODUCT DEVELOPMENT PHOTOGRAPHY Professionally shoot, photo document and capture the following: - Design commune Vignettes and Products - Coconut Special Setting and Product shots - Artisan Village Setting and Product shots - New Products endorsed by CITEM project team PRODUCTION Design Commune 1. Shoot a minimum of 22 vignette layouts featuring a minimum of 40 companies and multiple product focus shots, selected product shots and tight shots, of at least 200 individual product photos, under the creative direction of CITEM project team, for Home and Lifestyle (Spring/Summer) Phase 2 campaigns, within agreed timeline and schedule; 2. Share all RAW images to CITEM project team after the pictorial (either via shared cloud folder or via hard drive) New Products 2. Shoot a maximum of 150 products under the direction of CITEM project team. POST- PRODUCTION 1. Conduct post-production briefing and final selection of photos with CITEM creative team; 2. Edit and provide necessary touch-ups (Final Artworks) to a total of 200 product focus images selected by the CITEM project and creative team; 3. Submit all edited images to CITEM maximum 10 working days after the pictorial via cloud file or portable hard drive; 4. Give CITEM the full rights and ownership to modify and distribute across multiple online and traditional platforms, including, but not limited to, its own website and social mediapages			Php415,000.00

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,

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

MARITZI TULLAO
 Name & Signature of Contractor/Supplier
 Date

BUR No. **MF-23101220**
 DATE **10/17/2023**
 AMOUNT **Php415,000.00**

Funds Available:
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:
NORMAN D. BAGULBAGUL
 OIC-DM, CCSD

Approved by:
MA. LOURDES D. MEDIRAN
 Deputy Executive Director

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JO Number: 2023-0209	JO Date: 10/13/2023	PAGE
PR No.: 2023-0443	PR Date: 10/05/2023	

CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY	DELIVERY TERM
ADDRESS Unit 602 G/F Casino Suites 4508 Casino Street, Palanan Makati City	PAYMENT TERM
MODE OF PROCUREMENT Small Value Procurement	PLACE OF DELIVERY
	DATE OF DELIVERY

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C. TURNOVER

Provide the following in a portable hard drive during the event:

- All raw (unedited) and sorted photos taken after every session or as required by CITEM; and
- Submit edited, color-corrected, and properly labeled photos and all raw and edited highlight videos in a 4TB portable hard drive to CITEM strictly on or before 15 working days after the last day of the event.
- All photos and videos taken, together with the 4TB portable hard drive shall be owned by CITEM.

REQUIREMENTS

A. PHOTOGRAPHY EQUIPMENT

- Equipment/Accessories
- Professional digital SLR camera, with at least 24 megapixel, preferably full-frame, CMOS sensor;
- A quick transfer system of images/photos from camera to other devices (Mac OS, Android, PC based); and
- Complete equipment/accessories of tripod and external off-camera flash/es and complete set of proper lighting set up for full scale photography lifestyle shoot.

B. PRODUCTION TEAM

1. Photographers

- At least four (4) exhibitor/venue photographers, with one assistant each dedicated to shoot and document exhibitor booths, sample products within each exhibitor booth, and special settings.
- Additional photographers or assistants are at the discretion of the service provider
- At least two (2) Special Setting photographers, with at least one assistant dedicated to document all product and vignette shots for the special setting focusing on product development products during the event.

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

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

CONFORME:

MARITZI TULLAO
 Name & Signature of Contractor/Supplier

Date

BUR No. **MF-23101220**

DATE **10/17/2023**

AMOUNT **Php415,000.00**

Funds Available:
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

NORMAN D. BACULBAGUL
 OIC-DM, CCSD

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
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RESPONSIBILITIES OF THE SERVICE PROVIDER

During and after the event, the service provider shall:

- Efficiently and effectively implement the scope of work/coverage and ensure at least a very satisfactory delivery of the outputs stipulated/required;
- Ensure the availability of all personnel onsite one (1) hour before the start of the event and one (1) hour after the end of the event;
- Ensure the capability in terms of equipment and personnel; and,
- Deliver all the requirements in a timely manner

RESPONSIBILITIES OF CITEM

During and after the event, the service provider shall:

- Help the service provider/contractor in facilitating or acquiring easy access to all products and areas identified for coverage.
- Exclusively keep the rights/ownership of all images/concepts created or developed by reason of this engagement/contract.
- Penalize, if deemed necessary, or deduct the contract price if violations are incurred, such as delay in delivery, quality of service, or non-compliance to the project outputs, among others

TIMELINE OF ACTIVITIES

Pre-production Meeting	October 16, 2023
Event Proper	October 19-21, 2023
Submission of raw photos and SDEs per day	October 19-21, 2023
Final submission of all files	November 13, 2023

BUDGET

The Contracted Price for this requirement is Php415,000.00 inclusive of all applicable taxes.

PENALTIES

Penalties, if deemed necessary, or deduct the contract price if violations are incurred, such as delay in delivery, quality of service, or non-compliance to the project outputs, among others.

TOTAL AMOUNT IN WORDS:	Php 415,000.00
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This order is placed subject to the following terms and conditions: **Four Hundred Fifteen Thousand Pesos**

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,

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 OIC-DM, CS Department

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MARITZI TULLAO
 Name & Signature of Contractor/Supplier

Date

BUR No. **MF-23101220**
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Funds Available:
MALERNA C. BUVAO
 Chief, Controllership Division

Recommended by:

NORMAN D. BAGULBAGUL
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 Deputy Executive Director