



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: 2020-0148	JO Date: 03/31/2021	PAGE 1/2
PR No.: 2020P-0447	PR Date: 12/28/2020	

CONTRACTOR/SUPPLIER RGP MEDESTOMAS PHOTOGRAPHY	DELIVERY TERM _____
ADDRESS Unit C1, B2 L2 Cadena de Amor cor. Bougainvilla Sts., Pembo, Makati	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
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HIRING OF OFFICIAL PHOTOGRAPHER FOR 2021 HOME AND LIFESTYLE CAMPAIGNS (FALL/WINTER) PHASE 1 Php565,600.00

SCOPE OF WORK AND DELIVERABLES WITH BUDGET & VALUATION	%	Value in PhP
MAISON & OBJET DIGITAL FAIR (MOM)		
A. PRE-PRODUCTION	20%	Php113,120.00
1. Attend the pre-production planning with the CITEM-hired Digital Content Merchandiser, production designer and project team 2. Provide own equipment (e.g. camera [with at least 24megapixel full frame CMOS sensor], lens, flash, etc)		
B. PRODUCTION	30%	Php169,680.00
1. Execute onsite creative and editorial direction from CITEM-hired Digital Content Merchandiser and complete the pictorials for CITEM's 2021 Home and Lifestyle Phase 1 campaigns, within agreed timeline with the CITEM creative and project team; 2. Shoulder own logistics requirements including transportation to and from the studio that will be identified by the Production designer within metro manila area; 3. Provide for own personal safety requirements (PPEs, COVID testing, etc) and other personal miscellaneous expenses required throughout the duration of the pictorials; 4. Share all RAW images to CITEM project team after the pictorial (either via shared cloud folder or via hard drive)		
POST- PRODUCTION	50%	Php282,800.00
1. Conduct post-production briefing and final selection of photos with CITEM hired digital content merchandiser and creative team; 2. Edit and provide necessary touch-ups (Final Artworks) to a total of 150 images selected by the CITEM-hired digital content merchandiser and		

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-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,
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

REI GILL MEDESTOMAS
 Name & Signature of Contractor/Supplier

Date _____

BUR No. **HLC21-20121008**

DATE **02/01/2021**

AMOUNT **Php700,000.00**

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1

Approved by:

PAULINA SUACO-JUAN
 Executive Director

JOB ORDER

CITEM.STR.FR.006



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 ADDRESS **Unit C1, B2 L2 Cadena de Amor cor. Bougainvilla Sts., Pembo, Makati**
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HIRING OF OFFICIAL PHOTOGRAPHER FOR 2021 HOME AND LIFESTYLE CAMPAIGNS (FALL/WINTER) PHASE 1			
creative directors from the editorial/ vignettes; 3. Submit all edited images to CITEM maximum 10 working days after the pictorial; 4. Grant CITEM the full and perpetual rights and ownership to modify, distribute, and use all images (RAW and EDITED) in all of its campaigns, across multiple online and print platforms, including but not limited to its own website and social media pages.			
GRAND TOTAL		100%	Php565,600.00

TIMELINE & PAYMENTS

The engagement is valid from release of Notice of Award to June 2021, or upon satisfactory and complete delivery of the total quantity of photo requirements.

Activities	Requirement for payment	% of payment
Pre-production, Submission, approval of creative direction	Submission of RAW images for selection	40% of contract cost
Production proper		
Post-production, editing and submission of final artwork	Submission of first batch of edited images Total of 75 Edited Photos	30% of contract cost
Post-production, editing and submission of final artwork	Submission of second and last batch of edited images total of 75 Edited Photos	30% of contract cost
	Total of 150 final edited photos	100%

BUDGET

Total Contracted Price for this requirement is Php565,600.00 (inclusive of all applicable taxes), to besourced from 2021 Home and Lifestyle Phase 1 Campaigns budget.

TOTAL AMOUNT IN WORDS: **Five Hundred Sixty Five Thousand Six Hundred Pesos** **Php 565,600.00**

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