



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:
2021-0071

JO Date:
08/11/2021

PAGE

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PR No. :
2021-0161

PR Date:
07/27/2021

CONTRACTOR/SUPPLIER RGP MEDESTOMAS PHOTOGRAPHY
 ADDRESS Unit C1, B2, L2, Cadena de Amor cor. Bougainvilla Sts.,
Brgy. Pembo, Makati
 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 |
|-------------|----------|------------|--------|
|-------------|----------|------------|--------|

| | | | |
|---|--|--|---------------|
| HIRING OF PROFESSIONAL PHOTOGRAPHER FOR HOME ANDLIFESTYLE PHASE 2 CAMPAIGN (SPRING/SUMMER) | | | Php543,200.00 |
|---|--|--|---------------|

SCOPE OF WORK AND DELIVERABLES WITH BUDGET AND VALUATION

| | % | Value in PhP |
|---|-----|---------------|
| A. PRE-PRODUCTION | | |
| 1. Attend the pre-production planning with the CITEM-hired Digital Content Merchandiser, Production Designer and project team: • NY NOW Spring/Summer Market August 2021 • Maison & Objet and MORE (MOM) September 2021 • FAMEPlus Design Commune September – December 2021 2. Provide own equipment (e.g. camera [with at least 24megapixel full frame CMOS sensor], lens, flash, etc) | 20% | Php108,640.00 |
| B. PRODUCTION | | |
| 1. Shoot min. of 22 vignette layouts featuring min. of 80 companies and multiple product focus shots for up to 250 products, under the creative and art direction of CITEM-hired Digital Content Merchandiser and the CITEM project team, for Home and Lifestyle (Spring/Summer) Phase 2 campaigns, within agreed timeline and schedule; 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) | 30% | Php162,960.00 |

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,

ATTY. ANNA GRACE J. MARPURI
 OIC-DM, Corporate Services Dept.

CONFORME:

REI GILL MEDESTOMAS

Name & Signature of Contractor/Supplier

AUGUST 27, 2021

Date

BUR No. MFO-21080602

DATE 08/20/2021

AMOUNT Php543,200.00

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

ANNA MARIE D. ALZONA
 Chief TIDS, Fashion Lifestyle

Approved by:

PAULINA SUACO-JUAN
 Executive Director



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HIRING OF PROFESSIONAL PHOTOGRAPHER FOR HOME ANDLIFESTYLE PHASE 2 CAMPAIGN (SPRING/SUMMER)

SCOPE OF WORK AND DELIVERABLES WITH BUDGET AND VALUATION

| | % | Value in Php |
|---|------|---------------|
| POST- PRODUCTION 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 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. 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. | 50% | Php271,600.00 |
| GRAND TOTAL | 100% | Php543,200.00 |

TIMELINE AND PAYMENT

The engagement is valid from release of Notice of Award to December 2021 or upon satisfactory completion of all deliverables within engagement period.

| Activities | Requirement for payment | % of payment |
|---|--|----------------------|
| Pre-production, Submission, approval of creative direction Production proper | Submission of RAW images for selection | 40% of contract cost |

TOTAL AMOUNT IN WORDS:

Php

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MFO-21080602

Very truly yours,
ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Corporate Services Dept.

BUR No. _____
 08/20/2021
 DATE _____
 Php543,200.00
 AMOUNT _____

Recommended by:

ANNA MARIE D. ALZONA
 Chief TIDS, Fashion Lifestyle

CONFORME:

REI GILL MEDESTOMAS
 Name & Signature of Contractor/Supplier
 AUGUST 27, 2021
 Date

Funds Available:
MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director



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| Activities | Requirement for payment | % of payment |
|--|--|----------------------|
| 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

The total contracted price for this requirement is **FIVE HUNDRED FORTY-THREE THOUSAND TWO HUNDRED PESOS (PHP 543,200.00) inclusive of all applicable taxes**, to be sourced from 2021 Home and Lifestyle Phase 2 Campaigns budget.

BUDGET

TOTAL AMOUNT IN WORDS: **FIVE HUNDRED FORTY-THREE THOUSAND TWO HUNDRED PESOS** Php**543,200.00**

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Recommended by:

ANNA MARIE D. ALZONA
 Chief TIDS, Fashion Lifestyle

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REI GILL MEDESTOMAS
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