					STR.FR.006
CENTER FOR INTERNATIONAL TRADE EXPOS	STONS AND MISSIONS	6	JO Number:	JO Date:	PAGE
Golden Shell Pavilion, Roxas Boulevard corner S 1300 Pasay City, Metro Manila, Pl	Sen. Gil J. Puyat Avenue	dhi I	2021-0109	10/26/2021	4/4
(632) 831-2201 to 09 ext. 218  ⊕ (632) 83 □ info@citem.com.ph  ⊕ www.citem	1-1368, 832-3965		PR No.:	PR Date:	_ 1/4
		PHILIPPINES	2021-0261	07/29/2021	
CONTRACTOR/SUPPLIER RGP MEDESTOMAS PL		DELIVERY	TERM		
ADDRESS Unit C1, Block 2, Lot 2, Cadena De A Bougainvilla Sts., Brgy. Pembo, Maka	mor cor. ati City	ALCONTRACTOR	TERM DELIVERY		
MODE OF PROCUREMENT Small Value Procurem	nent	DATE OF D	ELIVERY		
Please provide/furnish this office the requirements listed below su International Trade Expositions and Missions (CITEM).	ubject to the terms and con	ditions contained	herein. Address all cor	respondence to the Cer	nter for
DESCRIPTION		QTY/UN	T UNIT PRI	CE AMO	UNT
HIRING OF DROPOUT STUDIO PHOTOG EXHIBITORS SCOPE OF WORK	RAPHER FORIFI	EX PHILIPP	INES	Php850,	000.00
<ul> <li>A. STUDIO PHOTOGRAPHY MANAGEME Identify, Organize, and activate simulta with various suppliers. Operations Grou of 1,000 products from IFEXPhilippines for Philippine SMEs, Different Food Ind Government Agencies, and Business S Supplier.</li> <li>B. VIRTUAL MEETINGS WITH CITEM ANI PHOTOGRAPHER FOR IFEX PHILIPPI - Align action plans, deadlines, and ta Producer</li> <li>Finalize Schedule and Shoot Assign PHILIPPINES Team and Communia - Submit a final timetable of activities</li> <li>Present to CITEM proposed photog styling, location, lighting, additionalt</li> <li>Attend pre-production meeting with for the shoot</li> <li>C. LOGISTICS &amp; DROPOUT STUDIO PH - 3,000 product photos of 1,000 produ not limited to, the following: one (1) o stylized) for IFEX Philippines partner for Philippine SMEs, Different Food non-Government Agencies, and Bus regions in Luzon, Visayas and Minda</li> </ul>	neous Studio Pho up 2 – Signature E partners (Govern ustry Cluster Sup Support Organization <b>D COORDINATIC</b> <b>NES DIGITAL CA</b> arget dates of delined arget dates of delined to CITEM and to irraphy treatments alents to be hired CITEM to finalize <b>OTOGRAPHY SE</b> ucts (three (3) pho dropout, one (1) p rs (e.g. DTI and of Industry Cluster S siness Support Organization	vents team ment Agen port Groups ons for Foo N WITH TH TALOG verables with X Partnerste backgroun theContent backgroun if necessa alldetails a SSIONS tos/layout p ackaging st ther Govern upport Grou	Will provide a cies with Progra d assigned to t <b>IE DROPOUT</b> ththe Content ogether with IF Producer ds, props and ry, etc. nd requirement ver product con ylized, one (1) ment Agencies ups, Other Gov	list ams he EX sisting of, but is application with Programs ernment 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 inspection by CITEM-Management Inspection Team and/or the Comm subject to the PENALTY of <u>1/10 of 1%</u> of the TOTAL VALUE s/he shall be considered in default and will be liable to pay LIQUIDA requested and CITEM granted an extension. The contractor/supplier au from any of its receivables from CITEM. The contractor/supplier must p Very truly yours, ATTY. ANNA GRACE I. MARPURI OIC-DM, Corporate Services Dept. CONFORME:	nission on Audit. Rejected deu of this ORDER for <b>EACH DA</b> TED DAMAGES in the arnou thorizes CITEM to deduct the	iveries are to be wi <b>Y OF DELAY</b> . In ca amount of undelive I Invoice or Official 21110855 /2021	thdrawn and/or replaced se the contractor/supplie. of the TOTAL AM red portion and to deduc Receipt with the Job Ord Recommende Recommende	immediately. Delay in the r does not deliver within th OUNT unless the contract t the penalty and liquidate	e delivery is ne due date, ctor/supplier
REI GILL MEDESTOMAS	Eunds Available		Approved by:	$\sim$	
Name & Signature of Contractor/Supplier NOVERMBER 8, 2021	main gou		PAULINA Executive	SUACO-JUAN	
Date	MALERNA C. B Chief, Controller	ship Division		Lincolo (him	5

# JOB ORDER

			CITEM.S	TR.FR.006
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		2021-0109	10/26/2021	0/4
€ (632) 831-2201 to 09 ext. 218 ⊕ (632) 831-1368, 832-3965 ⊠ info@citem.com.ph ⊕ www.citem.com.ph		PR No.: 2021-0261	PR Date: 07/29/2021	2/4
CONTRACTOR/SUPPLIER RGP MEDESTOMAS PHOTOGRAPHY	DELIVERY	TERM		
ADDRESS Unit C1, Block 2, Lot 2, Cadena De Amor cor. Bougainvilla Sts., Brgy. Pembo, Makati City	PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY			
MODE OF PROCUREMENT Small Value Procurement				
Please provide/furnish this office the requirements listed below subject to the terms and conc International Trade Expositions and Missions (CITEM).	itions contained	herein. Address all corres	spondence to the Cente	er for
DESCRIPTION	QTY/UN	IT UNIT PRICE	E AMOUN	NT
<ul> <li>EXHIBITORS</li> <li>In case the company is selling in bulk and would not be photographer shall produce three photos/layout per products yilized photos</li> <li>Maximum of 10 products per company endorsed</li> <li>For DOST, 20 products will be endorsed to be housed products counted in the above deliverable of 3,000 pr</li> <li>Use of Equipment and use of CITEM facility/space or (inclusion of storage area and freezer for raw and approved Production calendar.</li> <li>CITEM Setup/Studio will be used for a minimum of 4 set Finish product photography for 20 companies per day maximized.</li> <li>The schedule of the photoshoot will be per batch and</li> </ul>	oduct cons I in one ex oduct photo decide on <b>fresh proc</b> sessions ar /session, o	sisting of one (1) hibitor/partner pa bs the need to book <b>luce products)</b> to nd maximum of 6 r more until full d	dropout and age; number of Studio based on the sessions ay shoot is	
<ul> <li>Professionally shoot selected products of all products</li> </ul>			nocouive uays	

- Provide props and accessories for stylized photos
- Produce Partner/Exhibitor Folders in the Cloud Drive with the following contents:
- Max. 10 Products (3 high-resolution shot per product)
- An Excel Sheet of Product Thumbnail, Product Names, Product Description, etc.)

### **D. POST-PRODUCTION**

- Ensure the return of the products to exhibitors, if applicable
- Ensure proper labelling of Photos
- Post edit of the photos Final Artwork
- Submission of 300dpi resolution JPEG files

### TOTAL AMOUNT IN WORDS:

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.

Very truly yours,

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

CONFORME:

REI GILL MEDESTOMAS Name & Signeture of Contractor/Supplier NOVERMBER 8, 2021 Date BUR No. AOE-21110855 DATE 11/03/2021 AMOUNT Php850,000.00

C. BUYAO

Chief, Controllership Division

Recomn ENA D. MENDOZA **OIC-Operations Group 2** 

Php

Approved by: PAULINA SUACO-JUAN Executive Director him

# JOB ORDER

Bougainvilla Sts., Brgy. Pembo, Makati City PLACE C		CITEM.	STR.FR.006
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines (G32) 831-2201 to 09 ext. 218  (G32) 831-1368, 832-3965 Exinfo@citem.com.ph  (G32) 831-1368, 832-3965 Exinfo@cit	JO Number:	JO Date:	PAGE
	2021-0109	10/26/2021	3/4
ADDRESS_Unit C1, Block 2, Lot 2, Cadena De Amor cor. Bougainvilla Sts., Brgy. Pembo, Makati City       PAYMEN         MODE OF PROCUREMENT_Small Value Procurement       DATE OF         Please provide/furnish this office the requirements listed below subject to the terms and conditions contained International Trade Expositions and Missions (CITEM).       PAYMEN	PR No.: 2021-0261	PR Date: 07/29/2021	
Bougainvilla Sts., Brgy. Pembo, Makati City       PLACE OF         MODE OF PROCUREMENT       Small Value Procurement       DATE OF         Please provide/furnish this office the requirements listed below subject to the terms and conditions contained International Trade Expositions and Missions (CITEM).       PLACE OF	YTERM		
MODE OF PROCUREMENT       Small Value Procurement       DATE OF         Please provide/furnish this office the requirements listed below subject to the terms and conditions contained International Trade Expositions and Missions (CITEM).       Date of the terms and conditions contained international Trade Expositions and Missions (CITEM).	T TERM		
Please provide/furnish this office the requirements listed below subject to the terms and conditions containe International Trade Expositions and Missions (CITEM).	F DELIVERY		
International Trade Expositions and Missions (CITEM).	DELIVERY		
DESCRIPTION QTY/U	ed herein. Address all corres	spondence to the Cen	ter for
	NIT UNIT PRICE	E AMOL	JNT
<ul> <li>Total of 3,000 Photos (100 Exhibitors/Partners x10 Products x 3</li> <li>Total of 3,000 Product photos</li> <li>Transfer all rights of output of the photoshoots to the Center for and Missions</li> <li><b>PROJECT DURATION</b></li> <li><b>The engagement of the Hired Photographer starts from the red until November 2021 or beyond, but not later than December 22</b></li> <li>Service Provider shall be engaged for a period of maximum of four undertakings have been fully delivered, executed, and accepted, v</li> <li><b>SCHEDULE OF PAYMENT</b></li> <li>Ast payment: 50% of the Total Amount shall be paid to the supplier companies is completed and the set of requirements for the 50 com CITEM.</li> <li>2nd and final payment: Another 50% of the Total Amount will be give complete set of requirements is duly accepted by CITEM.</li> <li><b>RESPONSIBILITIES OF THE SUPPLIER</b></li> <li>Reports directly to Operations Group 2-SE and Communications</li> <li>Efficiently and effectively implement the scope of work/coverage satisfactory delivery of the outputs stipulated/required.</li> </ul>	r International Trac ceipt of the Notice 2021. (4) months or unti- whichever comes la once the photosh npanies is duly acc ven to the supplier	e to Award il such time the ater. noot for 50 cepted by r once the	

This order is placed subject to the following terms and conditions:

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ds Available

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI OIC-DM, Corporate Services Dept. phil. q.

CONFORME:

REI GILL MEDESTOMAS Name & Sign of Contractor/Supplier NOVERMBER 8, 2021 Date

BUR No. AOE-21110855 11/03/2021 DATE AMOUNT Php850,000.00

ERNA C. BUYAO

Chief, Controllership Division

Recomm NA D. MENDOZA OIC-Operations Group 2

ved by: PAULINA SUACO-JUAN Executive Director ann

			JOB OR	
		JO Number:	JO Date:	PAGE
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. F			10/26/2021	PAGE
1300 Pasay City, Metro Manila, Philippines (632) 831-2201 to 09 ext. 218 📇 (632) 831-1368, 83		2021-0109 PR No.:	PR Date:	4/4
☐ info@citem.com.ph	PHILIPPINES	2021-0261	07/29/2021	
CONTRACTOR/SUPPLIER RGP MEDESTOMAS PHOTOC	GRAPHY DELIVER	RY TERM		
ADDRESS Unit C1, Block 2, Lot 2, Cadena De Amor con	r. PAYMEN	IT TERM		
Bougainvilla Sts., Brgy. Pembo, Makati City	PLACE	OF DELIVERY		
MODE OF PROCUREMENT Small Value Procurement	DATE OF	F DELIVERY		
Please provide/furnish this office the requirements listed below subject to the International Trade Expositions and Missions (CITEM).	he terms and conditions contain	ed herein. Address all corre	espondence to the Cente	r for
DESCRIPTION	QTY/L	JNIT UNIT PRIC	E AMOUN	٩T
<ul> <li>EXHIBITORS</li> <li>3. Ensure the capability (in terms of equipmer</li> <li>4. Ensure the timely delivery of digital assets</li> <li>5. Attend and organize coordination meetings group, or virtual meetings.</li> <li>6. Ensure that the products submitted by the or logistics arrangement.</li> <li>7. Ensure that all revisions coordinated by the Group, and the Office of the Exhibitor Direct</li> </ul>	and be present during or assign a contact p exhibitors are properl e Communications & 0	g the digital ingres person to represer y returned depend	ss period. nt in physical, ding on the	
			850.00	0.00
TOTAL AMOUNT IN WORDS:	Eighty Hundred Fift	y Thousand Pes	os Php 850,00	00.00