



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: 2021-0109	JO Date: 10/26/2021	PAGE 1/4
PR No.: 2021-0261	PR Date: 07/29/2021	

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
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
HIRING OF DROPOUT STUDIO PHOTOGRAPHER FOR IFEX PHILIPPINES EXHIBITORS SCOPE OF WORK A. STUDIO PHOTOGRAPHY MANAGEMENT Identify, Organize, and activate simultaneous Studio Photography sessions and work with various suppliers. Operations Group 2 – Signature Events team Will provide a list of 1,000 products from IFEX Philippines partners (Government Agencies with Programs for Philippine SMEs, Different Food Industry Cluster Support Groups, Other Government Agencies, and Business Support Organizations for Food assigned to the Supplier. B. VIRTUAL MEETINGS WITH CITEM AND COORDINATION WITH THE DROPOUT PHOTOGRAPHER FOR IFEX PHILIPPINES DIGITAL CATALOG - Align action plans, deadlines, and target dates of deliverables with the Content Producer - Finalize Schedule and Shoot Assignments of the IFEX Partner together with IFEX PHILIPPINES Team and Communications & Content Division - Submit a final timetable of activities to CITEM and to the Content Producer - Present to CITEM proposed photography treatments, backgrounds, props and styling, location, lighting, additional talents to be hired, if necessary, etc. - Attend pre-production meeting with CITEM to finalize all details and requirements for the shoot C. LOGISTICS & DROPOUT STUDIO PHOTOGRAPHY SESSIONS - 3,000 product photos of 1,000 products (three (3) photos/layout per product consisting of, but is not limited to, the following: one (1) dropout, one (1) packaging stylized, one (1) application stylized) for IFEX Philippines partners (e.g. DTI and other Government Agencies with Programs for Philippine SMEs, Different Food Industry Cluster Support Groups, Other Government and non-Government Agencies, and Business Support Organizations for Food) coming from various regions in Luzon, Visayas and Mindanao			Php850,000.00

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,

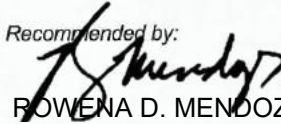
ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Corporate Services Dept.

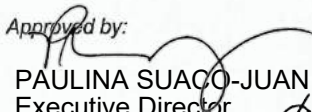
 CONFORME:

REI GILL MEDESTOMAS
 Name & Signature of Contractor/Supplier
NOVEMBER 8, 2021
 Date

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

 Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

ROWENA D. MENDOZA
 OIC-Operations Group 2

 Approved by:

PAULINA SUACO-JUAN
 Executive Director



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HIRING OF DROPOUT STUDIO PHOTOGRAPHER FOR IFEX PHILIPPINES EXHIBITORS

- In case the company is selling in bulk and would not be able to submit product packaging, the photographer shall produce three photos/layout per product consisting of one (1) dropout and (2) stylized photos
- Maximum of 10 products per company endorsed
- For DOST, 20 products will be endorsed to be housed in one exhibitor/partner page; number of products counted in the above deliverable of 3,000 product photos
- Use of Equipment and use of CITEM facility/space or decide on the need to book Studio **(inclusion of storage area and freezer for raw and fresh produce products)** based on the approved Production calendar.
- CITEM Setup/Studio will be used for a minimum of 4 sessions and maximum of 6 sessions
- Finish product photography for 20 companies per day/session, or more until full day shoot is maximized.
- The schedule of the photoshoot will be per batch and may not be executed on consecutive days
- Professionally shoot selected products of all product sectors.
- 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:	Php
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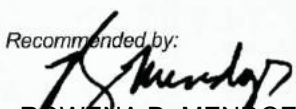
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Very truly yours,

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Funds Available:

MALERNA C. BUYAO
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HIRING OF DROPOUT STUDIO PHOTOGRAPHER FOR IFEX PHILIPPINES EXHIBITORS <ul style="list-style-type: none"> - Total of 3,000 Photos (100 Exhibitors/Partners x10 Products x 3 shots) - Total of 3,000 Product photos - Transfer all rights of output of the photoshoots to the Center for International Trade Expositions and Missions <p>PROJECT DURATION <i>The engagement of the Hired Photographer starts from the receipt of the Notice to Award until November 2021 or beyond, but not later than December 2021.</i></p> <p>Service Provider shall be engaged for a period of maximum of four (4) months or until such time the undertakings have been fully delivered, executed, and accepted, whichever comes later.</p> <p>SCHEDULE OF PAYMENT 1st payment: 50% of the Total Amount shall be paid to the supplier once the photoshoot for 50 companies is completed and the set of requirements for the 50 companies is duly accepted by CITEM. 2nd and final payment: Another 50% of the Total Amount will be given to the supplier once the complete set of requirements is duly accepted by CITEM.</p> <p>RESPONSIBILITIES OF THE SUPPLIER</p> <ol style="list-style-type: none"> 1. Reports directly to Operations Group 2-SE and Communications & Content Division. 2. Efficiently and effectively implement the scope of work/coverage and ensure at least a very satisfactory delivery of the outputs stipulated/required. 			

TOTAL AMOUNT IN WORDS:	Php
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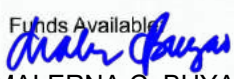
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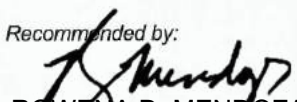
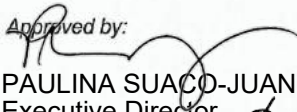
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<ol style="list-style-type: none"> 3. Ensure the capability (in terms of equipment and personnel) to deliver the requirements. 4. Ensure the timely delivery of digital assets and be present during the digital ingress period. 5. Attend and organize coordination meetings or assign a contact person to represent in physical, group, or virtual meetings. 6. Ensure that the products submitted by the exhibitors are properly returned depending on the logistics arrangement. 7. Ensure that all revisions coordinated by the Communications & Content Division, Operations Group, and the Office of the Exhibitor Director are addressed. 			

TOTAL AMOUNT IN WORDS: Eighty Hundred Fifty Thousand Pesos	Php 850,000.00
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