

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard, corner San Gil, Fuyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 (632) 831-2201 to 09 ext. 218 | (632) 831-1388, 832-3965
 info@citem.com.ph | www.citem.com.ph



JO Number 2019-0327	JO Date: 26-Dec-19	PAGE 1 of 6
PR No. * 2019-1062	PR Date: 12/4/2019	

CONTRACTOR/SUPPLIER **MARITZI YUVIENGO-TULLAO**
 ADDRESS **MARKETING CONSULTANCY**
Casino Street, Makati City
 MODE OF PROCUREMENT
Small Value Procurement

DELIVERY TERM _____
 PAYMENT TERM _____
 PLACE OF DELIVERY _____
 DATE OF DELIVERY **30 days**
CITEM

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
<p>HIRING OF FOOD PHOTOGRAPHER WITH FOOD STYLIST FOR FOOD PHILIPPINES 2020 MARKETING COLLATERAL</p> <p>An onsite official professional photographer with food stylist to do stylized food product photography on a scheduled basis.</p> <p>Note: Schedule will be discussed upon submission of the concept plan</p> <p>Payment: Processing of payments shall be on a progressive type.</p> <p>1st payment December 2019 - awarding of the supplier January 2020 - Submission of the content plan Submission and approval of the concept plans, shotlist and timeline 15% of the total payment inclusive of VAT</p> <p>2nd payment Based on the approved timeline of the supplier Execution and submission of the 1st set of photoshoot. (Products to be shot will be based on the approved concept plan). 15% of the total remaining payment inclusive of VAT.</p> <p>B.S. FY 2019 Savings</p>			900,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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,
JAIME ANTONIO S. SANDOVAL
 Head, STRERO/Procurement
 CONFORME:

Maritzi Tullao
 Name & Signature of Contractor/Supplier
 Date _____

BUR No: IP-1412415
 DATE 1/9/2020
 AMOUNT ₱ 900,000.00
 Funds Available:

MALERNA C. BUYAO
 DC, Controllership Div.

Recommended by:

ARTURO CRUZ DIMAANO
 Department Manager III
 Approved by:

PAULINA SUACO - JUAN
 Executive Director

JOB ORDER

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PR No.: 2019-1062	PR Date: 12/4/2019	

CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAO	DELIVERY TERM _____
ADDRESS MARKETING CONSULTANCY	PAYMENT TERM _____ 30 days
Casino Street, Makati City	PLACE OF DELIVERY _____ CITEM
MODE OF PROCUREMENT Small Value Procurement	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
<p>HIRING OF FOOD PHOTOGRAPHER WITH FOOD STYLIST FOR FOOD PHILIPPINES 2020 MARKETING COLLATERAL</p> <p>3rd payment Based on the approved timeline of the supplier Execution and submission of the 2nd set of photoshoot. (Products to be shot will be based on the approved concept plan). 15% of the total remaining payment inclusive of VAT.</p> <p>4th payment Based on the approved timeline of the supplier Execution and submission of the 3rd set of photoshoot. (Products to be shot will be based on the approved concept plan). 15% of the total remaining payment inclusive of VAT.</p> <p>5th payment Based on the approved timeline of the supplier Execution and submission of the 4th set of photoshoot. (Products to be shot will be based on the approved concept plan). 15% of the total remaining payment inclusive of VAT.</p>			

TOTAL AMOUNT IN WORDS: _____ Php



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Very truly yours,
JAIME ANTONIO S. SANDOVAL
 Head, STREDO/Procurement
 CONFORME:
Maritzi Tullao
 Name & Signature of Contractor/Supplier

 Date

BUR No. IP-10124915
 DATE 11/9/2019
 AMOUNT ₱ 200,000.00
 Funds Available:
MALERNA C. BUYAO
 DC, Controllership Div.

Recommended by:
ARTURO CRUZ DIMAANO
 Department Manager III
 Approved by:
PAULINA SUACO-JUAN
 Executive Director

 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:	JO Date:	PAGE 3 of 6
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		PR No.:	PR Date:	
		2019-1062	12/4/2019	

CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAO ADDRESS MARKETING CONSULTANCY Casino Street, Makati City MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM _____ 30 days PLACE OF DELIVERY _____ CITEM 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).

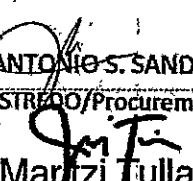
DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF FOOD PHOTOGRAPHER WITH FOOD STYLIST FOR FOOD PHILIPPINES 2020 MARKETING COLLATERAL 6th payment Based on the approved timeline of the supplier Execution and submission of the 5th set of photoshoot. (Products to be shot will be based on the approved concept plan). 15% of the total remaining payment inclusive of VAT. 7th payment Based on the approved timeline of the supplier Submission of the 1TB hard drive with all the photos. 10% of the total remaining payment inclusive of VAT. Scope of Work and Output 1. The photos will consist of the following: a. Unlimited photo layout per session of premium photography with prop styling product shots per ingredient/food inclusive of props, food styling and cooking requirements: i. Top shot ii. Tight/close shot iii. Full shot b. Photographer with stylist shall present to CITEM concept plan of the actual shoot.			

TOTAL AMOUNT IN WORDS: _____ Phip

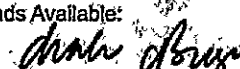
This order is placed subject to the following terms and conditions:


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.

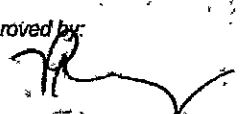
Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Head, STRECO/Procurement
 CONFORME: 
Martzi Tullao
 Name & Signature of Contractor/Supplier
 Date _____

BUR No. IP-112115
 DATE 11/20/19
 AMOUNT ₱ 900,000.00

Funds Available: 
MALERNA C. BUYAO
 DC, Controllership Div.

Recommended by: 
ARTURO CRUZ DIMAANO
 Department Manager III

Approved by: 
PAULINA SUACO-JUAN
 Executive Director



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2019-0327

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26-Dec-19

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PR No.:

2019-1062

PR Date:

12/4/2019

CONTRACTOR/SUPPLIER: **MARITZI YUVIENCO TULLAO**
 ADDRESS: **MARKETING CONSULTANCY**
Casino Street, Makati City
 MODE OF PROCUREMENT: **Small Value Procurement**

DELIVERY TERM: _____
 PAYMENT TERM: _____
 PLACE OF DELIVERY: **30 days**
CITEM
 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 FOOD PHOTOGRAPHER WITH FOOD STYLIST FOR FOOD PHILIPPINES 2020 MARKETING COLLATERAL

- The layouts of high-resolution photo images in RAW and best JPEG format taken with, at least, a 24 mega pixel CMOS Camera.
- Raw copy of photo images are to be submitted to CITEM after photo every session to be filled transferred to CITEM Visual Design Division.
- Photographer has to submit one (1) post-processed, of each REQUIRED shots. (To be included in the 1TB portable hard drive).
- Photographer shall deliver their edited/post-processed photos and other requirements among others 7 working days after the last photo session.

RESPONSIBILITIES OF THE SERVICE PROVIDER/S OR SUPPLIER

- Report directly to the Visual Design Division;
- Ensures the fully satisfactory compliance of the scope of work and the delivery of the outputs stipulated in this project;
- Provide the necessary equipment, tools, props, and crew for the respective coverage. Additional crew members are at the discretion of the service provider/s, and at no extra cost to CITEM as client;

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL

Head, STREDO/Procurement

CONFORME:

Maritzi Tullao

Name & Signature of Contractor/Supplier

Date

BUR No. IP-19121915

DATE 11/20/20

AMOUNT P 100,000.00

Funds Available:

MALERNA C. BUYAO

DC, Controllership Div.

Recommended by:

ARTURO CRUZ DIMAANO

Department Manager III

Approved by:

PAULINA SUACO-JUAN

Executive Director

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JO Number: 2019-0327	JO Date: 26-Dec-19	PAGE
PR No.: 2019-1062	PR Date: 12/4/2019	Soft

CONTRACTOR/SUPPLIER: MARITZI YUVIENCO TULLAO	DELIVERY TERM: _____
ADDRESS: MARKETING CONSULTANCY	PAYMENT TERM: _____
Casino Street, Makati City	30 days
MODE OF PROCUREMENT: _____	PLACE OF DELIVERY: CITEM
Small Value Procurement	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 Exhibitions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>HIRING OF FOOD PHOTOGRAPHER WITH FOOD STYLIST FOR FOOD PHILIPPINES 2020 MARKETING COLLATERAL</p> <p>4. To treat images/concepts created or developed by reason of this engagement/contract with high confidentiality, such that these images shall not be used or published without the written consent of CITEM.</p> <p>5. Products, ingredients and props should be provided by the photographer with stylist (<u>only exhibitor's products will be provided by CITEM</u>).</p> <p>6. Venue or studio with complete lighting equipment should also be provided by the photographer with stylist.</p> <p>RIGHTS AND RESPONSIBILITIES OF CITEM</p> <p>1. Facilitating the service provider/contractor to acquire access to the place, venue, or subjects identified for coverage;</p> <p>2. Provide the shot list guide for the project/s to be undertaken;</p> <p>3. Have exclusive ownership of all images/concepts created or developed by reason of this engagement/contract; and,</p> <p>4. Right to 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.</p>			

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Head, STREDO/Procurement
 CONFORME:

Maritzi Tullao
 Name & Signature of Contractor/Supplier

 Date

BUR No. IP-19121915
 DATE 11/1/2019
 AMOUNT ₱ 900,000.00
 Funds Available:

MALERNA C. BUYAO
 DC, Controllership Div.

Recommended by:

ARTURO CRUZ DIMAANO
 Department Manager III
 Approved by:

PAULINA SUACO - JUAN
 Executive Director

JOB ORDER

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CONTRACTOR/SUPPLIER <u>MARITZI YUVIENCO TULLAO</u> ADDRESS <u>MARKETING CONSULTANCY</u> <u>Casino Street, Makati City</u> MODE OF PROCUREMENT <u>Small Value Procurement</u>	DELIVERY TERM _____ PAYMENT TERM _____ PLACE OF DELIVERY <u>30 days</u> <u>CITEM</u> DATE OF DELIVERY _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT								
<p>HIRING OF FOOD PHOTOGRAPHER WITH FOOD STYLIST FOR FOOD PHILIPPINES 2020 MARKETING COLLATERAL</p> <p>The following deductions shall be imposed on below par performance which will constitute delay in delivery, poor execution of work, substandard quality of services or non-compliance with the project outputs as indicated in these terms of reference resulting in a fair to satisfactory performance rating:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Adjectival Rating</td> <td style="width:70%;">Performance Deduction from Total Contracted Amount (Php900,000/VAT inclusive)</td> </tr> <tr> <td>Satisfactory</td> <td>10%</td> </tr> <tr> <td>Fair</td> <td>15%</td> </tr> <tr> <td>Poor</td> <td>No payment and subject to revocation of contract</td> </tr> </table> <p>MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY, shall coordinate closely with Visual Design Division for the onsite photography requirements.</p>	Adjectival Rating	Performance Deduction from Total Contracted Amount (Php900,000/VAT inclusive)	Satisfactory	10%	Fair	15%	Poor	No payment and subject to revocation of contract			
Adjectival Rating	Performance Deduction from Total Contracted Amount (Php900,000/VAT inclusive)										
Satisfactory	10%										
Fair	15%										
Poor	No payment and subject to revocation of contract										

TOTAL AMOUNT IN WORDS: NINE HUNDRED THOUSAND PESOS Php 900,000.00

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Very truly yours, JAIME ANTONIO S. SANDOVAL Head, STREDO/Procurement	BUR No. <u>IP-1012116</u> DATE <u>11.9.2020</u> AMOUNT <u>₱ 900,000.00</u>	Recommended by ARTURO CRUZ DIMAANO Department Manager III
CONFORME: Maritzi Tullao Name & Signature of Contractor/Supplier Date _____	Funds Available MALERNA C. BUYAO DC, Controllership Div.	Approved by PAULINA SUACO-JUAN Executive Director