

# JOB ORDER

CITEM.STR.FR.006



**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:  
**2019-0326**

JO Date:  
**26-Dec-19**

PAGE

PR No.:  
**2019-1063**

PR Date:  
**12/4/2019**

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CONTRACTOR/SUPPLIER **CO STUDIO ADVERTISING SERVICES, INC.**

ADDRESS **221 Flordeliz cor. Guam Streets**  
**Brgy. La Paz, Makati City**

MODE OF PROCUREMENT  
**0917 6250686**

**Small Value Procurement**

DELIVERY TERM .....  
 PAYMENT TERM **30 days** .....  
 PLACE OF DELIVERY **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
<p><b>HIRING OF BRAND DEVELOPER FOR FOOD PHILIPPINES MARKETING COLLATERAL FOR 2020</b></p> <p>The Brand Developer will execute the Food Philippines 2020 brand identity for print, exhibitions and website materials. The Brand Developer should include "Branding Execution" like visual applications from production, hiring of models, costume, design, generate images that reflect the visual branding of Food Philippines components.</p> <p><b>Payment:</b>                      Processing of payments shall be on a progressive type.</p> <p><b>1st payment</b>                      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><b>2nd payment</b>                      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>			<b>900,000.00</b>
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, STREDO/Procurement

CONFORME:

**RIANA BLAND**

Name & Signature of Contractor/Supplier

Date

BUR No. IP-19121921

DATE 11/12/2020

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

*completo*

# JOB ORDER

CITEM-STR-FR-006



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**CONTRACTOR/SUPPLIER: CO STUDIO ADVERTISING SERVICES, INC.**  
**ADDRESS: 221 Flordeliz cor. Guam Streets**  
**Brgy. La Paz, Makati City**  
**MODE OF PROCUREMENT: Small Value Procurement**

**DELIVERY TERM:**  
**PAYMENT TERM: 30 days**  
**PLACE OF DELIVERY: 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
<p><b>HIRING OF BRAND DEVELOPER FOR FOOD PHILIPPINES MARKETING COLLATERAL FOR 2020</b></p> <p><b>3rd payment</b>                      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><b>4th payment</b>                      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><b>5th payment</b>                      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,  
  
**JAIMIE ANTONIO S. SANDOVAL**  
 Head, STREDO/Procurement  
 CONFORME:  
  
**RUANA OCAMPO**  
 Name & Signature of Contractor/Supplier  
 Date \_\_\_\_\_

BUR No. 12-1112121  
 DATE 11/1/2020  
 AMOUNT P 200,000.00  
 Funds Available:  
  
**MALERNA C. BUYAG**  
 DC, Controffership Div.

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

# JOB ORDER

CITEM STR.FR.006



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JO Date:

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PR No.:

**2019-1063**

PR Date:

**12/4/2019**

CONTRACTOR/SUPPLIER: **CO STUDIO ADVERTISING SERVICES, INC**

ADDRESS: **221 Flordeliz cor. Guam Streets**

**Brgy. La Paz, Makati City**

MODE OF PROCUREMENT: **0917 6250586**

**Small Value Procurement**

DELIVERY TERM:

PAYMENT TERM:

**30 days**

PLACE OF DELIVERY:

**CITEM**

DATE OF DELIVERY:

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p><b>HIRING OF BRAND DEVELOPER FOR FOOD PHILIPPINES MARKETING COLLATERAL FOR 2020</b></p> <p><b>6th payment</b>                      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.</p> <p><b>7th payment</b>                      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.</p> <p><b>Scope of Work and Output</b></p> <ol style="list-style-type: none"> <li>1. Conceptualize five (5) graphic treatments and color theory that appeals to the Halal, Specialty Food, Beauty and Wellness and Organic Markets in collaboration with the Visual Design Division.</li> <li>2. Generate five (5) sets of images incorporating the five (5) graphic treatments. Each set should include action shots.</li> <li>3. All props and set designs should reflect the approved graphic treatments. Example: Can and bottle labels, box design, wrapper, tissue, cup label, plate, wallpaper, table cloth, etc.</li> </ol>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

**JAIME ANTONIO S. SANDOVAL**

Head, STREDO/Procurement  
 CONFORME

**MANA CLARO**

Name & Signature of Contractor/Supplier

Date

BUR No. IP-1A121A21

DATE 11/10/20

AMOUNT P 2100,000.00

Funds Available:

**MALERNA C. BUYAO**

Recommended by:

**ARTURO CRUZ DIMAANO**

Department Manager III

Approved by:

**PALLINA SUACO-JUA**

Executive Director

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CONTRACTOR/SUPPLIER... **CO STUDIO ADVERTISING SERVICES, INC.**  
 ADDRESS **221 Flordeliz cor. Guam Streets**  
**Brgy. La Paz, Makati City**  
 0917 6250686  
 MODE OF PROCUREMENT  
**Small Value Procurement**

DELIVERY TERM \_\_\_\_\_  
 PAYMENT TERM **30 days**  
 PLACE OF DELIVERY **CITEM**  
 DATE OF DELIVERY \_\_\_\_\_

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<b>HIRING OF BRAND DEVELOPER FOR FOOD PHILIPPINES MARKETING COLLATERAL FOR 2020</b>  4. Hire models/costume designer for action shots. 5. Hire food stylist. 6. Provide ingredients, fresh goods, and other food photography assets and props requirements. 7. Photographer has to submit two (2) post-processed for each REQUIRED shot. (To be included in the 1TB portable hard drive). 8. Photographer shall deliver their edited/post-processed photos and other requirements, among others, seven (7) working days after the last photo session.  <b>Responsibilities of the Service Provider/s or Suppliers</b> 1. Reports directly to the Visual Design Division; 2. Ensures the fully satisfactory compliance of the scope of work and the delivery of the outputs stipulated in this project; 3. Must be knowledgeable in Food Photography, People shot like portrait and modeling; and 4. Venue or studio with complete lighting equipment should also be provided by the photographer with stylist.			

TOTAL AMOUNT IN WORDS: \_\_\_\_\_ Php

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Very truly yours,  
**JAIME ANTONIO S. SANDOVAL**  
 Head, STREDO/Procurement  
 CONFORME:  
 \_\_\_\_\_  
 Name & Signature of Contractor/Supplier  
 Date \_\_\_\_\_

BUR No. **IP-MAR-171**  
 DATE **11/21/2019**  
 AMOUNT **₱ 100,000.00**

Recommended by:  
**ARTURO CRUZ DIMAANO**  
 Department Manager III

Approved by:  
**PAULINA SUACO-JUAN**  
 Executive Director

Funds Available:  
**Maria Chynon**  
**MALERNA C. BUYAO**  
 DC, Controllership Div



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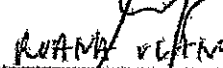
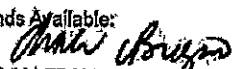


CONTRACTOR/SUPPLIER <b>CO STUDIO ADVERTISING SERVICES, INC.</b> ADDRESS <b>221 Flordeliz cor. Guam Streets</b> <b>Brgy. La Paz, Makati City</b> MODE OF PROCUREMENT <b>0917 6250686</b> <b>Small Value Procurement</b>	DELIVERY TERM PAYMENT TERM <b>30 days</b> PLACE OF DELIVERY <b>CITEM</b> DATE OF DELIVERY
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<b>HIRING OF BRAND DEVELOPER FOR FOOD PHILIPPINES MARKETING COLLATERAL FOR 2020</b> <b>Rights and Responsibilities of CITEM</b> 1. Facilitating the service provider/contractor to acquire access to the place, venue, or subjects identified for coverage; 2. Provide the shot list guide for the project/s to be undertaken; 3. Have exclusive ownership of all images/concepts created or developed by reason of this engagement/contract; and 4. Right to penalize, if deemed necessary, or deduct from the contract price if violations are incurred such as delay in delivery, quality of service, or non-compliance to the project outputs, among others.  The following deductions shall be imposed on below par performance which will cause 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: <table border="1"> <tr> <td><b>Adjectival Rating</b></td> <td><b>Performance Deduction from Total Contract Amount (Php900,000/VAT inclusive)</b></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> CO STUDIO ADVERTISING SERVICES, INC. shall coordinate closely with Visual Design Division for the onsite photography requirements.	<b>Adjectival Rating</b>	<b>Performance Deduction from Total Contract Amount (Php900,000/VAT inclusive)</b>	Satisfactory	10%	Fair	15%	Poor	No payment and subject to revocation of contract.			
<b>Adjectival Rating</b>	<b>Performance Deduction from Total Contract Amount (Php900,000/VAT inclusive)</b>										
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,   <b>JAIME ANTONIO S. SANDOVAL</b> Head, STREDO/Procurement CONFORME:  Name & Signature of Contractor/Supplier Date:	BUR No. <u>IP-1421921</u> DATE <u>11/27/2020</u> AMOUNT <u>₱ 200,000.00</u>  Funds Available:  <b>MALERNA C. BUYKO</b> DC, Controllership Div.	Recommended by:  <b>ARTURO CRUZ DIMAANO</b> Department Manager III  Approved by:  <b>PAULINA SUACO-JUAN</b> Executive Director
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