JOB ORDER



Date



JO Number: JO Date:

Golden Shell Pavilion, Roxas Boulevard corner S 1300 Pasay City, Metro Manila, Pi	sen. Gil J. Puyat Avenue hilippines 1-1368, 832-3965	uti	020-060 PR No.: 2020-0220	08-27-2020 PR Date: 07-07-2020	1/3	
CONTRACTOR/SUPPLIER CO STUDIO ADVERTISING	SERVICES INC.	DELIVERY TERM	1			
ADDRESS 221 Flordeliz cor Guam Streets, Brgy. La Paz, Makati City		PAYMENT TERM				
			CARTIN PROPERTY.			
MODE OF PROCUREMENT SMALL VALUE PROCURE	MENT	PLACE OF DELIVERY DATE OF DELIVERY				
Please provide/furnish this office the requirements listed below su International Trade Expositions and Missions (CITEM).	bject to the terms and cond	itions contained herein	. Address all correspo	ondence to the Cente	er for	
DESCRIPTION		PERCENTAGE (%)	VALUE IN PHP	AMOUN	TV	
Hiring of Digital Content Producer for OTF Maison	& Digital Fair (MOM)			Php980,00	0.00	
SCOPE OF WORK AND DELIVERABLES with BUDGE	T AND VALUATION					
A. Pre-Production						
1. Craft, present, and execute the overall art and		40	Dhn202 000 00			
direction for 14 companies (in collaboration w including but not limited to the: visual and type		40	Php392,000.00			
treatment, production plan for the collective p	ictorial					
vignettes/ stylized presentations; and individuate to 280 products);	al products (up					
2. Provide and manage the manpower (studio as	ssistants ianitorials	10	Php98,000.00			
etc.) venue, props, and production equipmen		10	1 11000,000.00			
transportation of these equipment to the stud						
tripods, etc. for the pictorials (exhibitors to sho items to the studios);	oulder shipment of					
3. Research and interview the 14 participating of	ompanies, 2 CITEM-	10	Php98,000.00			
hired curators and the CITEM project team (to	· ·	10	F11p96,000.00			
each per branch and 2 focused creative team a participation)	and the collective					
B. Production						
1. Direct and manage photographers and provide	e styling during the	10	Php98,000.00			
pictorial of 14 participating brand within app						
the project team; also provide for the safety re						
food for the production staff and other miscel required throughout the duration (maximum :						
pictorials;	seven days, or ene					
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	e of CITEM's duly autho	orized representative/o	fficial and	
inspection by CITEM-Management Inspection Team and/or the Comm						
subject to the PENALTY of 1/10 OF 1% of the TOTAL VALUE						
s/he shall be considered in default and will be liable to pay LIQUIDAT requested and CITEM granted an extension. The contractor/supplier au		MARKS	of the TOTAL AMOUN rtion and to deduct the		O THE REAL PROPERTY.	
from any of its receivables from CITEM. The contractor/supplier must p						
Very truly yours,			Recommended by			
JAIME ANTONIO S. SANDOVAL	8/27/	2020	n coommonada by	6		
Chief, STREDO & Procurement Division	BUR No. MFO DATE 8/27/2 AMOUNT PHP 98	ANN	Alamarie D. Alzona	ATTY. ANNA GRACE I.	MARPUR	
CONFORME:	AMOUNT THE 98	Chie	of, OTF	OIC-DM, Operations Gr	oup 1	
Roana C. Olano / C./. Studio Advertising Services Inc.	The same was a second		Approved by:			
Name & Signature of Contractor/Supplier	Funds Available:	was	M	A 2114 CA		
MALERNA C. BUY Chief, Controllershi		AO ip Division		A SUACO-JUAN e Director		

JOB ORDER

Date

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue



JO Number: JO Date: PAGE 08-27-2020 2020-060

1300 Pasay City, Metro Manila, Philippines			120-000	00 21 2020	2/3	
© (632) 831-2201 to 09 ext. 218 ☐ (632) 831-1368, 832-3965 ☐ info@citem.com.ph ⊕ www.citem.com.ph	PHILIPPINES	2	PR No.: 2020-0220	PR Date: 07-07-2020	2,0	
CONTRACTOR/SUPPLIER CO STUDIO ADVERTISING SERVICES INC.	DELIV	ERY TERM	1			
ADDRESS 221 Flordeliz cor Guam Streets, Brgy. La Paz, Makati City	PAYME	NT TERM				
	PLACE	OF DELIV	/ERY			
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 of international Trade Expositions and Missions (CITEM).	and conditions conta	ined herein.	Address all correspor	ndence to the Cente	r for	
DESCRIPTION	PERCEN	PERCENTAGE (%)	VALUE IN PHP	AMOUN	NT	
Hiring of Digital Content Producer for OTF Maison & Digital Fair (I	мом)					
SCOPE OF WORK AND DELIVERABLES with BUDGET AND VALUAT	ION					
B. Production						
 Craft a total of 16 articles featuring all participating brands, to creative team, and the overall participation in Maison & Objective Team (MOM); and 		10	Php98,000.00			
Craft min. of 200-character description per product shot (up to products)		10	Php98,000.00			
C. POST-PRODUCTION						
 Conduct final touch-up and render the final artwork for images selected by the curators and the project team; 	ges	5	Php49,000.00			
Fact-check all the 16 articles and product descriptions with t featured brands and the project team; and apply necessary revisions until approved by the project team.	he	5	Php49,000.00			
 Provide guidance on visual treatment and graphics materials will be digitally produced and/or published independently I CITEM, if any, for MOM, including but not limited to e- newsletters, social media campaigns, etc. 						
Gra	and Total	100%	Php980,000.00			
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. Disspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejection to the PENALTY of 1/10 OF 1% of the TOTAL VALUE of this ORDER for Explosion of the Considered in default and will be liable to pay LIQUIDATED DAMAGES in the requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deform any of its receivables from CITEM. The contractor/supplier must present a Delivery Research.	acted deliveries are to ACH DAY OF DELAY. The amount of The duct the amount of under The ceipt and Invoice or O	be withdrawn In case the comment of	n and/or replaced immer contractor/supplier does f the TOTAL AMOUNT tion and to deduct the pe	diately. Delay in the d not deliver within the d unless the contractor enalty and liquidated	lelivery is due date, r/supplier	
Very truly yours, BUR No. 7	1FO-200805	65	Recommended by:			
JAIME ANTONIO S. SANDOVAL Chief, STREDO & Procurement Division	UFO-200805 2/27/2020 HP 980,000.	- Q.A.	WY K MARIE D. ALZONA	ATTY, ANNA GRACE	I. MARPURI	
CONFORME: Man gar AMOUNT	NP 480,000.	Chief, F	ashion Lifestyle Divison	OIC-DM, Operations G	iroup 1	
Roana C. Olano / 96. Studio Advertising Services Inc. Funds Avail Name & Signature of Contractor/Supplier MALERNA Chief. Con	ab ysys C. BUYAO trollership Division		Approved by: PAULII Execut	NA SUACO-JUAN ive Director		
_Onici, Con						

JOB ORDER



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



JO Number: JO Date: PAGE 2020-060 08-27-2020 3/3 PR Date: PR No.:

	⊠ info@citem.com.ph @ www.citem.	com.ph	PHILIPPINES	2020-0220	07-07-2020			
CONTRACTOR/SUPPLIER	CO STUDIO ADVERTISING	SERVICES INC.	DELIVERY	TERM				
ADDRESS 221 Flordeliz cor Guam Streets, Brgy. La Paz, Makati City				DELIVERY TERM PAYMENT TERM				
ADDRESS								
			S 2500000	DELIVERY				
MODE OF PROCUREMENT.	SMALL VALUE PROCUREN	/IENT	DATE OF D	DELIVERY	***************************************			
Please provide/furnish this office International Trade Expositions a		bject to the terms and c	onditions contained	herein. Address all corres	pondence to the Center	for		
	DESCRIPTION		QTY/UN	T UNIT PRICE	AMOUN	IT		
Hiring of Digital Content I	Producer for OTF Maison 8	& Digital Fair (MON	vI)					
TIMELINE AND PAYMENT	S							
ACTIVITIES	TIMELINE	REC	QUIREMENT FOR	RPAYMENT	% OF PAYMEN	Т		
Submission and approval	of 2 nd Week of A	ugust App	proved visual an	d art direction	40%			
Visual and Art Direction		(pre	-production pla	n); and schedule				
			nterviews with e					
		01	iter views with e					
Submission and approval	of 2 nd week of A	ugust Suhi	mitted content f	for convwriting	30%			
			raw files for sel		3070			
Content plan for copywrit	illig	anu	raw mes for ser	ection				
requirements	4-6-237-							
Production/Pictorial prop	er 2 nd to 3 rd wee	k of August						
Post-production and final	artwork 3 rd to 4 th wee	k of August Sub	mission of appro	oved final artwork	30%			
Rendition		and	d articles					
The engagement is valid fr	rom release of Notice of A	ward to October 2	020, or upon sa	tisfactory completion	on of all deliverable	es,		
whichever comes later.								
III. BUDGET – A total of Php						1		
Manila FAME 2020 budget	for OTF and digital particip	ation. (See above	budget vis a vis	scope of deliverable	s).			
TOTAL AMOUNT IN WORDS		Nine	Hundred Eigh	ty Thousand Peso	s Php 980,00	00.00		
This order is placed subject to the	following terms and conditions:							
	during office hours to CITEM or as							
	Inspection Team and/or the Commis 10 OF 1% of the TOTAL VALUE of			ithdrawn and/or replaced im se the contractor/supplier do				
	and will be liable to pay LIQUIDATE			그리 (스타스) 그리고 111고등 이번 전 등을 잃다 살으시다.				
	xtension. The contractor/supplier aut							
from any of its receivables from CIT	EM. The contractor/supplier must pr							
Very truly yours,		BUR No. MFC)-20080565	Recommended II AND MARIE D. ALZONA Chief, Fashion Lifestyle Divisor	by:			
JAIME ANTONIO S. SAND	OVAL	DATE 8/2	7/2020	and a	<u>a</u>			
Chief, STREDO & Procuren	nent Division	DHE	980,000,00	ANNA MARIE D. ALZONA	ATTY. ANNA GRACE I.	MARPURI		
CONFORME:	mgm cque	AMOUNT/_Y//	,00,000,00	∪niet, ⊢asnion Litestyle Divisor	1 OIC-DM, Operations Gro	oup 1		
Roana C. Olano Co. Studio	Advertising Services Inc.	New York Control of the Control of t		Approved by				
Name & Signature of C		Funds Available:	(LA)	PALILIN	IA SUACØ-JUAN			
		MALERNA C. E	BUYAO		ve Director			

MALERNA C. BUYAO
Chief, Controllership Division

Date