



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:
2021-0025
 PR No.:
2021-0046

JO Date:
03/31/2021
 PR Date:
02/22/2021

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

DELIVERY TERM
 PAYMENT TERM
 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 PRODUCTION DESIGNER FOR 2021 HOME AND LIFESTYLE CAMPAIGNS (FALL/WINTER) PHASE 1			Php620,000.00

SCOPE OF WORK AND DELIVERABLES WITH BUDGET & VALUATION

A. PRE PRODUCTION	%	Value in Php
1. Craft the overall set design based on CITEM's approved art direction for 2021 Home and Lifestyle Phase 1 (Fall/Winter) Campaigns, including but not limited to: - Scale drawings/design board - Design ideas for lighting and props 2. Identify and shoulder the cost for location/studio rental (within Metro Manila) 3. Craft production plan and timeline for reference of the companies and the production team. 4. Hire, engage and provide for all the expenses required by own production department/team including set design builders (i.e. carpenters, painters, electrician) to execute and build the approved set design.	30%	Php186,000.00
B. PRODUCTION PROPER		
1. Obtain necessary permits and ensure the onsite Production Team's compliance to health protocols including PPEs, facemask, antigen testing, etc. 2. Provide meals for the production staff throughout the duration of the Shoot, in compliance to standard health protocols, as well as necessary transportation and logistics that will be required for its production team. 3. Construct set design (lease/rental basis) and provide necessary props and lighting requirements, within agreed timeline with the CITEM-hired digital content merchandiser, the official photographer, and CITEM project team. Rental and disposal of materials and equipment used shall be sole responsible of the contractor.	70%	Php434,000.00
GRAND TOTAL	100%	Php620,000.00

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
 Chief, STREDO & Procurement Division

BUR No. **MFO-21040262**
 DATE **04/19/2021**
 AMOUNT **Php620,000.00**

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1

CONFORME:

Roana C. Olano
 Name & Signature of Contractor/Supplier
 Date _____

Funds Available

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

PAULINA SUACO-JUAN
 Executive Director



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HIRING OF PRODUCTION DESIGNER FOR 2021 HOME AND LIFESTYLE CAMPAIGNS (FALL/WINTER) PHASE 1

TIMELINE AND PAYMENT

The engagement is valid upon release of NOA until April 2021, or upon satisfactory completion of all deliverables		
Activities	Requirement for payment	% of payment
Conceptualization, approval of art direction, Pre-production	- Approved set design and production plan	30% of contract cost
Production proper	- Photo documentation of fully constructed set design with the list and corresponding designation of creatives and manpower engaged - Proof of validation /inspection of CITEM representative of the set design/set-up.	70% of contract cost
		100%

BUDGET

A total of Php620,000.00 is the approved budget for the contract (ABC) of this requirement (inclusive of all applicable taxes), to be sourced from 2021 Home and Lifestyle Campaigns budget.

TOTAL AMOUNT IN WORDS: **Six Hundred Twenty Thousand Pesos** **Php 620,000.00**

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