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



JO Number: JO Date: PAGE 2021-0070 08/16/2021

1300 Pasay City, Metro Manila, Philippines	yatAvenue	2021-0070	00/10/2021	1/3
Golden Sheir Pavilion, Robas Bodilevald corner Self. Gill 3 Put 1300 Passay City, Metro Manila, Philippines	3965	2021-0160	PR Date: 07/14/2021	.,,
CONTRACTOR/SUPPLIER CO STUDIO ADVERTISING SEF	RVICES INC. DELIV	ERY TERM		
ADDRESS 221 Flordeliz cor. Guam Sts., Brgy. La Paz, M		ENT TERM		
		E OF DELIVERY		
MODE OF PROCUREMENT Small Value Procurement		OF DELIVERY		
Please provide/furnish this office the requirements listed below subject to the International Trade Expositions and Missions (CITEM).	terms and conditions conta	ained herein. Address all cor	rrespondence to the Cente	r for
DESCRIPTION	QT	//UNIT UNIT PR	ICE AMOUN	IT
HIRING OF PRODUCTION DESIGNER FOR 2021 HOM LIFESTYLE PHASE 2 CAMPAIGN (SPRING/SUMMER)	E AND		Php990,000	.00
SCOPE OF WORK AND DELIVERABLES WITH BUDGET & VALUATION	ON			
A. PRE-PRODUCTION		%	Value in Ph	Р
 Attend the pre-production meeting with CITEM-hire Photographer, and project team; Design the overall production sets based on CITEM 2021 Home and Lifestyle Phase 2 (Spring/Summe notlimited to: scale drawings / design board 	M's approved art dire	ection for	Php297,000.0	10
 design ideas for lighting and props 3. Identify and shoulder the cost for location/ studio re 4. Craft production plan and timeline for reference of production team; 5. Hire, engage, and provide for all the expenses requested department/team including set design builders (i.e. electrician) to execute and build the approved set 6. Hire, engage, and provide for all the expenses requested her hair, make up, and styling team through the cost of administration of COVID RTP of the production team (max. 35 pax), including the team of CITEM, before the actual shoot. B. PRODUCTION PROPER 	the companies and uired by own product. carpenters, painte design; uired for 1 (pax) tale he duration of the st CR testing to all the	the stion rs, nt/model noot members		
B. PRODUCTION PROPER				6
 Obtain necessary permits and ensure the onsite prod AITF health protocols including PPEs, facemasks, pres officer, throughout the duration of the shoot, within the CITEM and the creative team; 	ence of health and s	afety 40 %	Php396,000.	00
TOTAL AMOUNT IN WORDS:			Php	
ATTY. ANNA GRACE I. MARPURI DATE	idit. Rejected deliveries are to RER for EACH DAY OF DELAY GES in the amount of EM to deduct the amount of univery Receipt and Invoice or Common. MFO-210806	the withdrawn and/or replaced. In case the contractor/supplie of the TOTAL AM adelivered portion and to deduct official Receipt with the Job Ord Recommends	d immediately. Delay in the di or does not deliver within the o nOUNT unless the contractor of the penalty and liquidated of der upon delivery.	elivery is due date, r/supplier
OIC-DM, Corporate Services Dept.	Dhn000 000	ANNA' MA	RIE D. ALZONA	

Name & Signature of Contractor/Supplier

Roana C. Olano

CONFORME:

Date

Php990,000.00

Chief, Controllership Division

MALERNA C. BUYAO

PAULINA SUACO-JUAN Executive Director

Chief TIDS, Fashion Lifestyle

JOB ORDER



JO Number: 2021-0070

JO Date: 08/16/2021 PAGE

PR No.: 2021-0160

PR Date: 07/14/2021 2/3

CONTRACTOR/SUPPLIER CO STUDIO ADVERTISING SERVICES INC.	DELIVERY TERM		
ADDRESS 221 Flordeliz cor. Guam Sts., Brgy. La Paz, Makati City	PAYMENT TERM		
	PLACE OF DELIVE	RY	
MODE OF PROCUREMENT Small Value Procurement	DATE OF DELIVER	Υ	
Please provide/furnish this office the requirements listed below subject to the terms and condition international Trade Expositions and Missions (CITEM).	ons contained herein. Ad	ldress all corres _i	condence to the Center for
DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF PRODUCTION DESIGNER FOR 2021 HOME AND LIFESTYLE PHASE 2 CAMPAIGN (SPRING/SUMMER)			
 Construct set designs (lease / rental basis) and provide necessary lighting requirements, for the 22 vignette layouts directed by the C Digital Content Producer, for the following shows: NY NOW Spring/Summer Market August 2021 Maison & Objet and MORE (MOM) September 2021 FAMEPlus Design Commune September – December 2021 within agreed timeline with the CITEM-hired digital content mercha official photographer, and the CITEM project team. Provide meals for the production staff throughout the duration of the compliance to standard health protocols, as well as necessary tran logistics that will be required for the members of the production teathed duration of the shoot; 	TEM-hired 1 andiser, the he shoot, in sportation and		
C. POST – PRODUCTION		= u	
 Shoulder cost of the administration of COVID antigen testing to all the production team, (max. 35 pax.), including the assigned onsite pr CITEM, by the end of the shoot, as exit medical clearance, in complia health protocol. Rental and disposal of materials and equipment used shall be sole re 	oject team of nce to AITF	30%	Php297,000.00
contractor.		1000/	
		100%	Php990,000.00
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 suitinspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliver subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY of s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of the transport of the receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Interview Total Contractor of the transport of the transpor	ries are to be withdrawn au F DELAY. In case the con- of of the nount of undelivered portion voice or Official Receipt wi	nd/or replaced imi ractor/supplier do e TOTAL AMOU! a and to deduct the	mediately. Delay in the delivery is es not deliver within the due date, NT unless the contractor/supplier or penalty and liquidated damages upon delivery.

Aug 31, 2021

AMOUNT Php990,000.00

MALERNA C. BUYAO

Chief, Controllership Division

NA MARIE D. ALZONA

Chief TIDS, Fashion Lifestyle

PAULINA SUACO-JUAN Executive Director

Chin

Approved by:

Date

Roana C. Olano

Name & Signature of Contractor/Supplier

ATTY. ANNA GRACE I. MARPURI

OIC-DM, Corporate Services Dept.

CONFORME:

JOB ORDER



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Golden Shell Pavillon, 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: 2021-0070

JO Date: 08/16/2021 PAGE 3/3

2021-0160

PR Date: 07/14/2021

CONTRAC	ONTRACTOR/SUPPLIER CO STUDIO ADVERTISING SERVICES INC			
	221 Flordeliz cor. Guam Sts., Brgy. La Paz, Makati City			

DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY

MODE OF PROCUREMENT

Small Value Procurement

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 PHASE 2 CAMPAIGN (SPRING/SUMMER)			

TIMELINE AND PAYMENT

Activities	Requirement for Payment	% of Payment
Conceptualization, approval of art direction, Preproduction	 Approved production timeline, 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/talents engaged 	40% of contract cost
Post-Production proper	 Proof of validation / inspection of CITEM representative of the set design/set-up. Submission of copies of COVID tests results of all members of the production team (max. 35 pax) 	30% of contract cost
		100%

BUDGET

The contracted amount for this requirement is Nine Hundred Ninety Thousand Pesos (PhP 990,000.00) inclusive of all applicable taxes, to be sourced from 2021 Home and Lifestyle Campaigns budget

Php 990,000,00 NINE HUNDRED NINETY THOUSAND PESOS TOTAL AMOUNT IN WORDS:

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:

C. Olano Name & Signature of Contractor/Supplier

BUR No. MFO-21080623

DATE Aug 31, 2021

AMOUNT Php990,000.00

ERNA C. BUYAO Chief, Controllership Division Recommended by:

NA MARIE D. ALZONA Chief TIDS, Fashion Lifestyle

PAULINA SUACO-JUA Executive Director