			JUB URDEI CITEM.STR.FR.(			
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines	đ	JO Number: 2024-0290 PR No.: 2024-0290		JODate PAC 07/10/2024		
€ (632) 831-2201 to 09 ext. 218 등 (632) 831-1366, 832-3965 ⊠ info@citem.com.ph ⊕ www.citem.com.ph				PR Date: 1 07/04/2024		
CONTRACTOR/SUPPLIER ADDRESS MODE OF PROCUREMENT Small Value Procurement Please provide/furnish this office the requirements listed below subject to the terms and cond	DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY					
International Trade Expositions and Missions (CITEM).						
DESCRIPTION	QTY/L	JNIT	UNIT PRI	CE AMOUNT		
IRING OF PHOTOGRAPHY AND VIDEOGRAPHY SERVICE	-			Php 99,000.00		
ROVIDER FOR CREATE PH X MIPAM KICKOFF CEREMONY		•				
	-					
EVENT PHOTOGRAPHY						
Il areas and activities (registration, guests, keynote speakers				-		
rformances, talks, etc.)						
Il participants interactions; and						
Il event signages and paraphernalia (posters, banners, IDs, wristbands, lanyards,						
vfinders stickers, etc.)						
EVENT VIDEOGRAPHY						
I areas and activities (registration, guests, keynote speakers performances, talks,						
2.)						
Il participants interactions; and						
Il event signages and paraphernalia (posters, banners, IDs, wristbands, lanyards, ayfinders, stickers, etc.) Il photos and videos must be captured in high-resolution formats suitable for print						
d web display						
POST PRODUCTION						
ort and edit the best photos taken during the event						
TOTAL AMOUNT IN WORDS:		anen yinin kenen tiri tiri tiri kenan		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 inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery is subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the affrom any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Very truly yours,   ATTY. ANNA GRACE I. MARPURI OIC- DM, Corporate Services Dept. DATE II J U   CONFORME: AMOUNT 99 from P. Burdeos Name & Signature of Contractor/Supplier	Veries are to be <b>OF DELAY</b> . In the of amount of unde Invoice or Office Invoice or Office Invoice 24676	e withdrawn a case the con of th livered portion ial Receipt wi 0722 R	nd/or replaced i tractor/supplier in and to deduct ith the Purchase tecommended NORMAI	immediately. Delay in the delivery is does not deliver within the due date, DUNT unless the contractor/supplier the penalty and liquidated damages a Order upon delivery.		
MALEDNA O P	OAYU		Exe	ecutive Director		
July 11,2024 Chief Controllers	hip			W		

Chief Controllership

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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 (632) 831-201 to 09 ext. 218 (632) 831-1368, 832-3965 (632) 831-1368, 832-3965		dti	JO Numb 2024-0290 PR No.:		jo Date 07/10/2024 PR Date:	
			2024-0290		)7/04/2024	
CONTRACTOR/SUPPLIER DIRECTOR'S CUT DIGITAL VIDEC						
ADDRESS DIRECTORY COT DIGITAL VIDEC	PROD.	1				
MODE OF PROCUREMENT Small Value Procurem	ent					
Please provide/furnish this office the requirements listed below subject t International Trade Expositions and Missions (CITEM).	to the terms and cond	itions contain	ed herein. Address	all correspo	ndence to the Cent	er for
DESCRIPTION		QTY/U	NIT UNI	TPRICE	AMOU	NT
- Each edited photo must not exceed 50mb in file size						
C. TURNOVER		•				
Provide two (2) separate portable hard drives labeled	"PHOTOS"					
and "VIDEOS", each containing all photos (raw and ec	tited) within					
five (5) working days following the event.						
All photos and videos taken, together with the portable hard drives s	shall be owned by					
CITEM.						
REQUIREMENTS						
A. PHOTOGRAPHY EQUIPMENT						
-Equipment/Accessories;						
- Professional mirrorless cameras, with at least 24 megapixel, prefe	rably full-frame,	8				
CMOS sensor;						
- A quick transfer system of images/photos from camera to other de	vices (Mac OS,					
Android, PC based); and			1			
Standard equipment/accessories of tripod and external off-camera f	lash/es					
B. VIDEOGRAPHY EQUIPMENT					1	
-Professional full-sensor mirrorless cameras capable of, at least, full HD (198	30x1080) resolution					
60 frames per second and 3000 ISO.				en val han an a	Dho	ana a hana kanina ana And
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		-		-		
inspection by CITEM-Management Inspection Team and/or the Commission of subject to the <b>PENALTY</b> of <u>1/10 of 1%</u> of the <b>TOTAL VALUE</b> of this C s/he shall be considered in default and will be liable to pay LIQUIDATED DA requested and CITEM granted an extension. The contractor/supplier authorizes from any of its receivables from CITEM. The contractor/supplier must present a	DRDER for <b>EACH DAY</b> MAGES in the amount s CITEM to deduct the a	OF DELAY. In of mount of undel	case the contractor/s of the <b>TOTA</b> vered portion and to	upplier does i L. AMOUNT deduct the pe	not deliver within the unless the contracto enalty and liquidated	due date, r/supplier
Very truly yours,	BUR NO. /P LORPL	um 2407i	722 Recomm	nended by:		
ATTY. ANNA GRACE I. MARPURI	BURNO. /P LORAL DATE /1 July 3	2024	NORM	AN D. B	AQULBAGUL	
	MOUNT 799,00			OIC-DI	M, CCSD	
CONFORME:	,		Approve	d by: M	11.	
Neil Sherwin P. Burdeos	unds Available:	KAI			O OCAMPO	,
July 11.2024	MALERNA O B	LAYAO		Executive	Director	Tr.

Chief Controllership

		0	JOB ORDE		
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MIS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Aver 1300 Pasay City, Metro Manila, Philippines (632) 831-1368, 832-3965 (632) 831-1368, 832-3965 (632) 831-1368, 832-3965		JO Number: 2024-0290 PR No.:	07/10/2024 PR Date: 3		
		2024-0290	07/04/2024		
CONTRACTOR/SUPPLIER DIRECTOR'S CUT DIGITAL VIDEO PROD					
ADDRESS DIRECTOR'S COT DIGITAL VIDEO PROD					
MODE OF PROCUREMENT Small Value Procurement	and a second sec				
Please provide/furnish this office the requirements listed below subject to the terms International Trade Expositions and Missions (CITEM).	and conditions contain	ned herein. Address all d	orrespondence to the Center for		
DESCRIPTION	QTY/L		RICE AMOUNT		
Standard professional-grade rigs, stabilizers, lenses, lighting					
equipment and audio equipment capable of capturing for both					
ortrait and landscape orientations					
PRODUCTION TEAM					
t least two (2) event photographers and two (2) videographers dedicated to o	document				
the required areas, activities, interactions, signages and paraphernalia		-			
t least one (1) coordinator as the point person for updates and overall trackir	ng of				
chedule, deliverables and other important informaton		-			
ESPONSIBILITIES OF THE SERVICE PROVIDER					
uring and after the event, the service provider shall:					
Efficiently and effectively implement the scope of work/coverage and ensure a	at least a				
ery satisfactory delivery of the outputs stipulated/required;					
Ensure the availability of all personnel onsite one (1) hour before the start of t	the event				
nd one (1) hour after the end of the event;					
Ensure the capability in terms of equipment and personnel; and					
Deliver all the requirements in a timely manner					
TOTAL AMOUNT IN WORDS:		* 	Php		
This order is placed subject to the following terms and conditions:		an galan persenta takan dina berker berker yang di saka di sakan di sakan di sakan di sakan di saka di saka di			
The delivery must be made only during office hours to CITEM or as may be specified. D inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Reje subject to the <b>PENALTY</b> of <u>1/10 of 1%</u> of the <b>TOTAL VALUE</b> of this ORDER for <b>E</b> s/he shall be 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 dee from any of its receivables from CITEM. The contractor/supplier must present a Delivery Re- Very truly yours, BUR No.//	acted deliveries are to be ACH DAY OF DELAY. In the amount of educt the amount of unde ceipt and Invoice or Office WRPCM 2407	e withdrawn and/or replac case the contractor/suppl of the TOTAL A elivered portion and to ded cial Receipt with the Purch Recommen	ed immediately. Delay in the delivery lier does not deliver within the due dat MOUNT unless the contractor/suppli uct the penalty and liquidated damage lase Order upon delivery.		
ATTY. ANNA GRACE I. MARPURI	JULY 2324 7 99,00		ND, BAGULBAGUL DIC-DM, CCSD		

Chief Controllership

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 (632) 831-com.ph (632) 831-1368, 832-3965 (632) 831-com.ph (632) 831-com.ph		JO Number:		JODate	TPAC	
	UTU -	2024-0290	077	/10/2024	4	
		2024-0290	07/	/04/1014		
CONTRACTOR/SUPPLIER DIRECTOR'S CUT DIGITAL VIDEO PROD.	DELIVE	RY TERM				
	PAYMENT TERM PLACE OF DELIVERY					
Please provide/furnish this office the requirements listed below subject to the terms and cond International Trade Expositions and Missions (CITEM).	itions contain	ed herein. Address all	corresponde	nce to the Cente	er for	
DESCRIPTION	QTY/L	QTY/UNIT UNIT F		PRICE AMOUN		
		ł				
RESPONSIBILITIES OF CITEM	•	•				
During and after the event, CITEM shall:						
Help the service provider/contractor in facilitating or acquiring easy						
access to all products and areas identified for coverage;	1					
Exclusively keep the rights/ownership of all images/concepts created or developed by						
reason of this engagement/contract; and			1			
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.						
CONTRACT PRICE	1					
The awarded amount for the project is ninety-nine thousand pesos (PhP 99,000.00)						
nclusive of all applicable taxes, commission, bank charges and other fees as may						
be incurred in the process.						
4						
Create Phils Kich Off Ceremony						
Central		-				

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, of the TOTAL AMOUNT unless the contractor/supplier 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 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 Purchase Order upon delivery.

Very truly yours, ATTY. ANNA GRACE I. MARPURA OIC- DM, Corporate Services Dept.

CONFORME:

Neil Sherwin P. Burdeos

July 11,2024

Funds Available:

BUR No. 1 P WRPUM 24070722 Recommended by: DATE 11JULY 2024 NORMAN D. By AMOUNT 999, 00 OIC-D

NORMAN D. BAGULBAGUL

Approved by: LEAH PULIDO SCAMPO

**Executive Director** 

OIC-DM, CCSD

**Chief Controllership**