

# 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:	JO Date	PAGE 1
2024-0290	07/10/2024	
PR No.:	PR Date:	
2024-0290	07/04/2024	

CONTRACTOR/SUPPLIER <b>DIRECTOR'S CUT DIGITAL VIDEO PROD.</b>	DELIVERY TERM
ADDRESS	PAYMENT TERM
MODE OF PROCUREMENT <b>Small Value Procurement</b>	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
<b>HIRING OF PHOTOGRAPHY AND VIDEOGRAPHY SERVICE</b> <b>PROVIDER FOR CREATE PH X MIPAM KICKOFF CEREMONY</b> <b>SCOPE OF WORK</b> <b>A.EVENT PHOTOGRAPHY</b> - All areas and activities (registration, guests, keynote speakers performances, talks, etc.) - All participants interactions; and - All event signages and paraphernalia (posters, banners, IDs, wristbands, lanyards, wayfinders stickers, etc.) <b>B. EVENT VIDEOGRAPHY</b> - All areas and activities (registration, guests, keynote speakers performances, talks, etc.) - All participants interactions; and - All event signages and paraphernalia (posters, banners, IDs, wristbands, lanyards, wayfinders, stickers, etc.) - All photos and videos must be captured in high-resolution formats suitable for print and web display <b>C. POST PRODUCTION</b> - sort and edit the best photos taken during the event			Php 99,000.00
<b>TOTAL AMOUNT IN WORDS:</b>			Php

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Very truly yours,  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC- DM, Corporate Services Dept.  
 CONFORME:  
  
**Neil Sherwin P. Burdeos**  
 Name & Signature of Contractor/Supplier  
 July 11, 2024  
 Date

BUR No. IP CORPAM 24070722  
 DATE 11 July 2024  
 AMOUNT 999,000  
 Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief Controllership

Recommended by:  
  
**NORMAN D. BAGULBAGUL**  
 OIC-DM, CCSD  
 Approved by:  
  
**LEAH PULIDO OCAMPO**  
 Executive Director

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JO Number:	2024-0290	JO Date:	07/10/2024	PAGE 2
PR No.:	2024-0290	PR Date:	07/04/2024	

CONTRACTOR/SUPPLIER  
**DIRECTOR'S CUT DIGITAL VIDEO PROD.**  
 ADDRESS  
 MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM  
 PAYMENT TERM  
 PLACE OF DELIVERY  
 DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
- Each edited photo must not exceed 50mb in file size			
<b>C. TURNOVER</b> Provide two (2) separate portable hard drives labeled "PHOTOS" and "VIDEOS", each containing all photos (raw and edited) within five (5) working days following the event. All photos and videos taken, together with the portable hard drives shall be owned by CITEM.			
<b>REQUIREMENTS</b>			
<b>A. PHOTOGRAPHY EQUIPMENT</b>			
-Equipment/Accessories;			
- Professional mirrorless cameras, with at least 24 megapixel, preferably full-frame, CMOS sensor;			
- A quick transfer system of images/photos from camera to other devices (Mac OS, Android, PC based); and			
Standard equipment/accessories of tripod and external off-camera flash/es			
<b>B. VIDEOGRAPHY EQUIPMENT</b>			
-Professional full-sensor mirrorless cameras capable of, at least, full HD (1980x1080) resolution 60 frames per second and 3000 ISO.			
<b>TOTAL AMOUNT IN WORDS:</b>			Php

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

BUR No. IP CORPUM 24070722

Recommended by:  
**NORMAN D. BAGULBAGUL**  
 OIC-DM, CCSD

DATE 11 July 2024

AMOUNT 799,000

CONFORME:

Funds Available:  
**MALERNA O. BLYAO**  
 Chief Controllorship

Approved by:   
**LEAH PULIDO OCAMPO**  
 Executive Director

Neil Sherwin P. Burdeos  
 Name & Signature of Contractor/Supplier

July 11, 2024  
 Date

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JO Number: 2024-0290	JO Date 07/10/2024	PAGE 3
PR No.: 2024-0290	PR Date: 07/04/2024	

CONTRACTOR/SUPPLIER <b>DIRECTOR'S CUT DIGITAL VIDEO PROD.</b>	DELIVERY TERM
ADDRESS	PAYMENT TERM
MODE OF PROCUREMENT <b>Small Value Procurement</b>	PLACE OF DELIVERY
	DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>-Standard professional-grade rigs, stabilizers, lenses, lighting equipment and audio equipment capable of capturing for both portrait and landscape orientations</p> <p>C. PRODUCTION TEAM</p> <p>-At least two (2) event photographers and two (2) videographers dedicated to document all the required areas, activities, interactions, signages and paraphernalia</p> <p>-At least one (1) coordinator as the point person for updates and overall tracking of schedule, deliverables and other important informaton</p> <p>RESPONSIBILITIES OF THE SERVICE PROVIDER</p> <p>During and after the event, the service provider shall:</p> <ul style="list-style-type: none"> <li>- Efficiently and effectively implement the scope of work/coverage and ensure at least a very satisfactory delivery of the outputs stipulated/required;</li> <li>- Ensure the availability of all personnel onsite one (1) hour before the start of the event and one (1) hour after the end of the event;</li> <li>-Ensure the capability in terms of equipment and personnel; and</li> <li>-Deliver all the requirements in a timely manner</li> </ul>			

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

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Very truly yours, <b>ATTY. ANNA GRACE I. MARPURI</b> OIC- DM, Corporate Services Dept.	BUR No. <u>JP CORP/CM 24070722</u>	Recommended by: <b>NORMAN D. BAGULBAGUL</b> OIC-DM, CCSD
CONFORME:	DATE <u>11 July 2024</u>	Approved by:
<b>Neil Sherwin P. Burdeos</b> Name & Signature of Contractor/Supplier	AMOUNT <u>₱ 99,000</u>	<b>LEAH PULIDO OCAMPO</b> Executive Director
July 11, 2024 Date	Funds Available: <b>MALERNA C. BUYAO</b> Chief Controllorship	

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JO Number:	JO Date:	PAGE 4
2024-0290	07/10/2024	
PR No.:	PR Date:	
2024-0290	07/04/1014	

CONTRACTOR/SUPPLIER  
 ADDRESS **DIRECTOR'S CUT DIGITAL VIDEO PROD.**  
 MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM  
 PAYMENT TERM  
 PLACE OF DELIVERY  
 DATE OF DELIVERY


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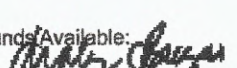
DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p><b>RESPONSIBILITIES OF CITEM</b></p> <p>During and after the event, CITEM shall:</p> <ul style="list-style-type: none"> <li>-Help the service provider/contractor in facilitating or acquiring easy access to all products and areas identified for coverage;</li> <li>-Exclusively keep the rights/ownership of all images/concepts created or developed by reason of this engagement/contract; and</li> <li>-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.</li> </ul>			
<p><b>CONTRACT PRICE</b></p> <p>The awarded amount for the project is ninety-nine thousand pesos (PhP 99,000.00) inclusive of all applicable taxes, commission, bank charges and other fees as may be incurred in the process.</p>			
<p><i>Create PhIs Kick Off Ceremony</i></p>			

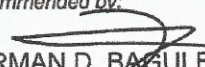

TOTAL AMOUNT IN WORDS: **Ninety-nine Thousand Pesos**      Php **99,000.00**

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Very truly yours,  
  
**ATTY. ANNA GRACE I. MARPUR**  
 OIC- DM, Corporate Services Dept.  
 CONFORME:  
  
**Neil Sherwin P. Burdeos**  
 Name & Signature of Contractor/Supplier  
 July 11, 2024  
 Date

BUR No. 1PWRPLM 24070722  
 DATE 11 July 2024  
 AMOUNT 999,000  
 Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief Controllership

Recommended by:  
  
**NORMAN D. BAGULBAGUL**  
 OIC-DM, CCSD  
 Approved by:  
  
**LEAH PULIDO OCAMPO**  
 Executive Director  
