

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: 2025-0301	JO Date: 05/06/2025	PAGE 1-3
	PR No.: 2025-0301	PR Date: 04/30/2025		

CONTRACTOR/SUPPLIER <u>MARITZI YUVIENCO TULLAO</u> MARKETING CONSULTANCY ADDRESS 4508 UNIT 602, CASINO SUITES, CASINO STREET, BRGY. PALANAN MAKATI CITY MODE OF PROCUREMENT <u>Small Value Procurement</u>	DELIVERY TERM _____ PAYMENT TERM <u>30 days</u> PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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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 TEAM OF COMPANY PRODUCED LAUNCHED-STYLE VIDEOS FOR KATHA AWARDS FOR FOOD AND PHOTO & VIDEO EVENT COVERAGE FOR MEDIA PREVIEW I. DETAILED SCOPE OF WORKS Videography Services for a minimum of 15 products to a maximum of 25 products and produce launch-style videos for KATHA Awards and Photo and Video Event Coverage for the Media Preview Pre-production <ul style="list-style-type: none"> • Submit one (1) proposal production deck outlining creative concepts for the final output or presentation of the products to be shot, including requirements such as ingredients, tools and props (if any). • Submit a list of production equipment and crew members for CITEM's approval. Production <ul style="list-style-type: none"> • Curate, prepare and stylize products; • Provide all necessary production equipment and materials; and • Refer to the shot list provided by CITEM. TIMELINE: One (1) month Engagement period after the issuance of Notice of Award/Contract/Job Order <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">May 8</td> <td>Production Proper</td> </tr> <tr> <td>May 10</td> <td>Pass (Offline)</td> </tr> <tr> <td>May 12</td> <td>KATHA Videos Second Pass (Online)</td> </tr> <tr> <td>May 14</td> <td>KATHA Videos Final Submission</td> </tr> <tr> <td>May 15</td> <td>Event Coverage (Media Preview)</td> </tr> <tr> <td>May 16-22</td> <td>Post processing of photos from Media Preview Coverage</td> </tr> <tr> <td>May 23-26</td> <td>CITEM to review submitted edited photos and videos</td> </tr> </table>	May 8	Production Proper	May 10	Pass (Offline)	May 12	KATHA Videos Second Pass (Online)	May 14	KATHA Videos Final Submission	May 15	Event Coverage (Media Preview)	May 16-22	Post processing of photos from Media Preview Coverage	May 23-26	CITEM to review submitted edited photos and videos	1 lot		Php498,000.00
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May 23-26	CITEM to review submitted edited photos and videos																

TOTAL AMOUNT IN WORDS:	Php
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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 Purchase Order upon delivery.

Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept. CONFORME: _____ <div style="text-align: center;"> Maritzi Tullao <small>Name & Signature of Contractor/Supplier</small> </div> <div style="text-align: center; margin-top: 10px;"> _____ <small>Date</small> </div>	BUR No. <u>IFEX-25050691</u> DATE <u>May 13, 2023</u> AMOUNT <u>₱ 498,000.00</u> Funds Available: _____ WILMA G. DULAY OIC-Chief Controllorship	Recommended by: _____ ROWENA G. MENDOZA Department Manager, CBD Approved by: _____ ROMLEAH JULIET P. OCAMPO EXECUTIVE DIRECTOR
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	2025-0301	05/06/2025	
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CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY ADDRESS 4508 UNIT 602, CASINO SUITES, CASINO STREET, BRGY. PALANAN MAKATI CITY MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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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
May 27-29 Revisions from the supplier (if any)			
May 30-June 1 Submission of all raw and final output/deliverables from the supplier			
Post-production For the KATHA Awards launch-style videos, submit all edited outputs: <ul style="list-style-type: none"> • With supers/texts to be provided by CITEM; • In both 9:16 and 16:9 aspect ratio versions; and • With completely licensed audio/music tracks; For the Media Preview Event Coverage, submit the raw and final photo and video outputs, including outtakes with proper labelling with a printed Contact Sheet of all edited photos and raw videos (min.9 thumbnails per page).			
II. ROLES/RESPONSIBILITIES OF THE CONTRACTOR/SUPPLIER/ SERVICE PROVIDER 1. Manpower Requirements a. Production/Project Manager: Supervise, schedule, direct, and coordinate with the onsite production crew b. The Creative Team will execute and attend to the creative requirements in coordination with CITEM and will be composed of the ff: <ol style="list-style-type: none"> 1. Art Director 2. Photographers 3. Photography Assistants 4. Food Stylist/Creative Stylist 5. Post-production Team (for FAs and photo sharing to transfer photos to CITEM via online cloud) 6. Logistics Team 7. Video Editor 8. Videographer 			

TOTAL AMOUNT IN WORDS:	Php
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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
Department Manager, Corporate Services Dept.

CONFORME:

Maritzi Tullao

Name & Signature of Contractor/Supplier

Date

BUR No. **IFEX-2505069**

DATE **May 13, 2025**

AMOUNT **₱498,000.00**

Recommended by:

ROWENA G. MENDOZA
Department Manager, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR



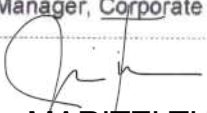
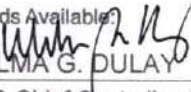
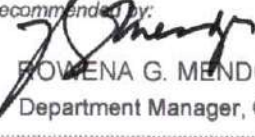
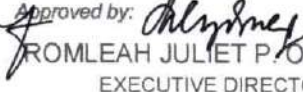
Funds Available:

WILMA G. DULAY

OIC-Chief Controllershship

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2. Provide props and backdrop for the video requirements				
II. ROLES/RESPONSIBILITIES OF CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS a. Onboard the Production Team according to the deliverables and timelines b. Review all submitted materials and communicate with the Photographer all feedback and revisions needed on the submitted output. c. Provide shot list and raw materials for the shoot				
III. TERMS OF PAYMENT				
Milestones	Deliverable	% of Payment		
Payment scheme for the project will be billed upon the completion of the project. To process the payment, the supplier must submit approved materials in a hard disk drive (HDD) and provide a cloud storage link wherein the digital files are stored.	(see scope of work-Pre production, Production, Post production)	100%		
IV. RISK PROTECTION AND MANAGEMENT (i.e off-setting, penalties, or deductions) Penalize, if deemed necessary, or deduct ten (10) percent from the contract price if violations are incurred, such as delay in the delivery, quality of service, or non-compliance to the project output, among others.				
TOTAL AMOUNT IN WORDS: FOUR HUNDRED NINETY EIGHT THOUSAND PESOS				Php 498,000.00
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