

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
E-mail: info@citem.com.ph Website: www.citem.com.ph



JO Number:

2025-0184

JO Date:

03/28/2025

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PR No.:

2025-0184

PR Date:

03/14/2025

CONTRACTOR/SUPPLIER **MARITZI YUVIENCO TULLAO**ADDRESS **MARKETING CONSULTANCY****Brgy. Palanan, Makati City**MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

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 IFEX PHILIPPINES X SSX PHOTOGRAPHER FOR THE THEMATIC PHOTOSHOOT			PHP715,000.00
Period of Engagement: 04 April 2025 to 05 May 2025			
I. DETAILED SCOPE OF WORK.			
Photography services of up to thirty-five (35) layouts (25 IFEX Philippines, 10 SSX)			
PRE-PRODUCTION			
1. Provide Production deck containing a reference guide and mood board			
2. Present Creative and Production Calendar			
3. Submit list of creative teams for CITEM's approval			
PRODUCTION			
Shoot stylized photos with minimum of 3 to maximum of 5 angles per by			
end-product (See attached shotlist)			
POST-PRODUCTION			
Submit the Final Artworks (FAs) of photos, including raw files and outtakes with			
proper labelling. See details below			
a. Catalog stylized photography of up to 35 layouts with up to maximum of 5 angles			
per by end-product			

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 Purchase Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CCSD

CONFORME:

MARITZI TULLAO

Name & Signature of Contractor/Supplier

Date

BUR No. **IFEX-25060878**

DATE

AMOUNT

Funds Available

WILMA G. TULLAO

OIC-Chief Controllership

Recommended by:

JOSEPH D. BERNAT

Department Manager III, CCSD


Approved: **ROMLEAH JULIET P. OCAMPO**

Executive Director

06.17

JOB ORDER

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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 info@citem.com.ph www.citem.com.ph		JO Number: 2025-0184	JODate: 03/28/2025	PAGE 2 of 3
		PR No.: 2025-0184	PR Date: 03/14/2025	
CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAO		DELIVERY TERM		
ADDRESS MARKETING CONSULTANCY Brgy. Palanan, Makati City		PAYMENT TERM 30 days		
MODE OF PROCUREMENT Small Value Procurement		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. With a resolution of 300dpi each photo				
c. PRINTED Thumbnail of all edited photos (Contact Sheet min. 9 thumbnail per page)				
II. ROLES/RESPONSIBILITIES OF THE CONTRACTOR/ SUPPLIER/ SERVICE PROVIDER				
1. Provide studio rental for the duration of the shoot				
2. 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 following:				
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				
3. Provide props and backdrop for the photoshoot				
TOTAL AMOUNT IN WORDS:				Php
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Very truly yours,  ATTY. ANNA GRACE I. MARPURI Department Manager III, CSD		BUR No. IPGX-25060878 DATE June 16, 2025 AMOUNT P215,000.00		
CONFORME:  MARITZI TULLAO Name & Signature of Contractor/Supplier Date		Recommended by:  JOSEPH D. BERNAT Department Manager III, CCSD Approved by:  FROMLEAH JULIET P. OCAMPO Executive Director 06-17		
		Funds Available:  WILMA G. DULAY OIC-Chief Controllership		

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CONTRACTOR/SUPPLIER **MARITZI YUVIENCO TULLAO**ADDRESS **MARKETING CONSULTANCY**

Brgy. Palanan, Makati City

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

III. ROLES/RESPONSIBILITIES OF CITEM

1. Onboard the Photographer according to the deliverables and timelines
2. Review all submitted materials and communicate with the Photographer all feedback and revisions needed on the submitted output.
3. Provide shotlist and raw materials for the shoot

IV. TERMS OF PAYMENT

The payment scheme for the project will be billed upon the completion of the project. To process the payment, Maritzi Yuvienco Tullao Marketing Consultancy must submit the approved materials in a hard disk drive (HDD) and provide a cloud storage link wherein the digital files are stored.

V. RISK PROTECTION AND MANAGEMENT

(i.e. off-setting, penalties or deductions)

Penalize, if deemed necessary, or deduct 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: SEVEN HUNDRED SEVENTEEN THOUSAND PESOS**Php 715,000.00**

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

MARITZI TULLAO

Name & Signature of Contractor/Supplier

Date

BUR No. **1 FEX - 25060878**DATE **June 16, 2025**AMOUNT **9715,000.00**

For and on behalf of
WILMA G. DULAY
OIC-Chief Controllorship

Recommended by:

JOSEPH D. BERNAT

Department Manager III, CCSD

Approved by
ROMLEAH JUVIET P. OCAMPO
Executive Director

06.17



CENTER FOR INTERNATIONAL
TRADE EXPOSITIONS AND MISSIONS



MEMORANDUM:

For: Leah Pulido Ocampo
Executive Director

Thru: Atty. Anna Grace Marpur
Department Manager, Corporate Services Department

From: Maria Patricia Bagulbagul
CAS III, Unit Head VDD

Joseph Bernat
Department Manager III, CCSD

Subject: IFEX & SSX Thematic Photoshoot Timeline for the Basis of Engagement

Date: June 2, 2025

With regard to the Job Order for IFEX and SSX Thematic Photoshoot, there is a need to specify the period of engagement of the service to supplement the terms of reference, kindly see below the timeline for the basis of engagement that will be needed as an attachment to the JO.

April 4 – Pre-production Meeting
April 6 – 1st Batch of Shoot
April 9 – 2nd Batch of Shoot
April 16 – Submission of raw images (CITEM to choose photos to be edited for post-production)
April 25 – Submission of post-processed photos
April 25-28 – VDD to review post-processed photos
April 29-May 4 – Lead time for revisions if any
May 5 – Submission of revised post-processed photos *

Thank you.