

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:
2024-0412

JO Date
9/17/2024

PAGE

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2024-0412

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CONTRACTOR/SUPPLIER 153 PICTURE PRODUCTION
 ADDRESS Kuala Lumpur, Malaysia
 MODE OF PROCUREMENT Overseas Procurement

DELIVERY TERM
 PAYMENT TERM
 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 ONSITE VIDEO / PHOTOGRAPHER FOR THE PHILIPPINE PARTICIPATION IN MIHAS 2024 (Kuala Lumpur, Malaysia) Period of Engagement: 17 September 2024, 08:00AM-05:00PM 18 September 2024, 08:00AM-07:00PM Scope of Work: 1. Company or firm must deploy a maximum of five (5) photographers and/or videographers based in Kuala Lumpur, Malaysia who will photo/video document based on the attached shot list during the period of engagement stated above. At least one, if not all, staff members to be deployed must understand English. 2. Ensure photos and videos are in high resolution. Photo at least 300 dpi, Video: at least 1080p, 60fps, with stabilizer 3. Coordinate with the CITEM/HID-PMO onsite staff re: additional needed coverage of the PH Participation within the prescribed engagement period and other matters for documentation.			RM8,800.00 or PHP114,688.64

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, CSD

BUR No. M1AAS-24091052
 DATE Sept. 24, 2024
 AMOUNT 114,688.64

Recommended by:

 ROWENA G. MENDOZA
 Department Manager III, CBD

CONFORME:

 Jingle Choo

Funds Available:

 MALERNA C. BULYAO
 Chief Controllership

Approved by:

 LEAH PULIDO OCAMPO
 Executive Director

Name & Signature of Contractor/Supplier
 Date

JOB ORDER

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<p>4. As needed, must be able to recommend and share on-the-spot photos and/or videos via WeChat for live event coverage for internal updates and social media postings of CITEM and HID-PMO.</p> <p>The edited, color-corrected, and properly organized and/or labeled photos and/or videos must be submitted on or before 20 September 2024 via online drive provided by CITEM.</p> <p>Payment Terms:</p> <ol style="list-style-type: none"> 1. Full payment to be processed after the engagement 2. Awarded amount is inclusive of all applicable taxes and fees, bank charges, equipment of staff to be deployed, allowance for food and transportation of onsite staff to be assigned, and other incidental expenses. <p>(Attached Shot List is part of this Job Order)</p>			RM8,800.00

TOTAL AMOUNT IN WORDS: ONE HUNDRED FOURTEEN THOUSAND SIX HUNDRED EIGHTY-EIGHT PESOS AND 64/100

Php 114,688.64

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Very truly yours,
 ATTY. ANNA GRACE I. MARPURI
 Department Manager III, CSD

BUR No. MHAAS-241091052
 DATE Sept 24, 2024
 AMOUNT 9114.688.64

Recommended by:

 ROWENA G. MENDOZA
 Department Manager III, CBD

CONFORME:

 Jingle Choo

Funds Available:

 MALERNA C. BUYRO
 Chief Controllership

Approved by:

 LEAH PULIDO OCAMPO
 Executive Director

Name & Signature of Contractor/Supplier

Date

INDICTIVE SHOT LIST
MITEC Malaysia International Trade and Exhibition Centre
Kuala Lumpur (Malaysia)

I. VENUE :

- A. Façade of MITEC
 - 1. Wide angle clean shot of the venue.
 - 2. Action shot of people around the venue.
- B. Hallways or areas leading to the PH Pavillion.
- C. Aerials, if possible.
- D. Other key venue features or areas of the venue with or without signage/s

II. PHILIPPINE PAVILLION:

- A. Philippine Pavilion:
 - 1. Outside perspective from the left, center, and right angles-clean and action shot of people around the area.
 - 2. Inside perspective-clean and action shot of people around the area.
 - 3. Pavilion features and signages.
- B. Exhibitors-each company booth must have:
 - 1. Booth and Set Up.
 - 2. Exhibitors-posed/staged and candid.
 - 3. Exhibitors' interaction with buyers or visitors (sampling, negotiation, inquiry taking etc.)
 - 4. Product shots

III. PARTICIPATION/INTERACTION:

- A. Group Photos:
 - *Remarks: PH Pavillion must be visible or in the background.
 - 1. VIPs Only- candid/action shot and posed or staged.
 - 2. VIPs with the PH Delegation - candid/action shot and posed or staged
 - 3. PH Delegation only- posed or staged.
- B. Crowd/Visitors:
 - 1. Around the PH Pavillion
 - 2. Buyers or Visitors visiting or checking the exhibitor's samples.
 - 3. Other key interactions or activities within PH Pavilion.

IV. OPENING CEREMONY:

- A. Set-up
- B. Speakers
- C. Ribbon-cutting

V. OTHER PAVILLIONS AND SPECIAL AREAS:

- A. Façade- county/company name and display or setup must be visible
- B. Action shots of crowds or buyers of said pavilion as applicable.

VI. VIDEO:

- A. Action shots (opening ceremony, VIPs/Buyers, exhibitors/CITEM)
- B. Product Shots (Close up, medium)

VII. IMPORTANT REMINDERS

- **ALL PHOTOS/VIDEOS ARE PROPERTY OF CITEM AND CANNOT BE USED BY THE SERVICE PROVIDER.**