

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: 2024-0428	JO Date 10/08/2024	PAGE 1/5
			PR No.: 2024-0428	PR Date: 09/17/2024

CONTRACTOR/SUPPLIER: MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY ADDRESS: <u>4508 Unit 602, Casino Suites, Casino St., Brgy. Palanan, Makati</u> MODE OF PROCUREMENT: <u>Small Value Procurement</u>	DELIVERY TERM: _____ PAYMENT TERM: _____ PLACE OF DELIVERY: _____ DATE OF DELIVERY: <u>14-16 Oct. 2024 Ingress</u> <u>17-19 Oct. 2024 Event Proper</u> <u>19 Oct. 2024 Egress</u>
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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 PROFESSIONAL EVENT PHOTOGRAPHY AND VIDEOGRAPHY SERVICE PROVIDER FOR MANILA FAME 2024 AND HFL PRODUCTS SCOPE OF WORK I. For photo and video event coverage service of Manila FAME 2024, these are the following requirement: A. EVENTS PHOTOGRAPHY Professionally shoot, photo document, and capture the following: - Facade of the venue, signages, out-of-home (OOH) banners, collaterals, aerials, exhibitions, products, event paraphernalia, buyer's lounge, media area, etc. - All activities and special events of Manila Fame 2024 (registration, Katha Awards and networking night, talks and seminars, Taglay Pinoy, guest B2B meeting action shots, seminars, etc.); - Exhibitors, buyer, visitor, and product interactions; - Presence of all VIPs, media celebrities, and guest in attendance during the event; and - All special setting and products (Design Commune, Artisans Village, Sustainability Solutions, Exchange/Pinyapel, Nostalgia, etc.) B. EVENTS VIDEOGRAPHY Professionally shoot and capture the following on video: - Facade of the venue, registration, major programs, and all other side activities and events; - Presence of all VIPs, government officials, media, and celebrities, among others, in attendance during the event; - Exhibitors' booths, products, exhibition space, talks and seminars, and special settings; - Interactions between exhibitors, buyers, and visitors; - Buyer and exhibitor interviews with the Communications and Content Team; - All program highlights and activities (registration, Katha Awards and networking night, talks and seminars, Taglay Pinoy, guests, B2B meeting action shots, seminars, etc.); - Time lapse documentation of Ingress to official opening; - All special settings and products (Design Commune, Artisan Village, Sustainability Solutions Exchange/Pinyapel, Nostalgia, etc.) C. POST-PRODUCTION - Edit and provide necessary touch-ups on the best event photos per category (to be provided by CITEM); and - Produce professional and quality one (1) five-minute (5 mins.) event highlight	1 lot		Php789,500.00

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: MARITZI TULLAO <small>Name & Signature of Contractor/Supplier</small> _____ <small>Date</small>	BUR No. <u>MF-24101143</u> DATE <u>Oct 09, 2024</u> AMOUNT <u>₱ 789,500</u> Funds Available <u>10/9</u> MALERNA C. BUYAO Chief Controllorship	Recommended by: NORMAN D. BAGULBAGUL Acting DM, CCSD Approved by: LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR
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 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
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JO Number: 2024-0428	JO Date 10/08/2024	PAGE 2/5
PR No.: 2024-0428	PR Date: 09/17/2024	

CONTRACTOR/SUPPLIER **MARITZI YUVIENCO TULLAO**
MARKETING CONSULTANCY
ADDRESS
 4508 Unit 602, Casino Suites, Casino St., Brgy. Palanan, Makati
MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM
PAYMENT TERM
PLACE OF DELIVERY
DATE OF DELIVERY **14-16 Oct. 2024 Ingress**
17-19 Oct. 2024 Event Proper
19 Oct. 2024 Egress

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video that should be exported in this format: 16:9, H.265, mp4, 1080p, color-corrected, copyright-free music, Manila FAME branding). D. TURNOVER Provide one (1) 1TB Portable hard drive and submit the following during the event: - Raw photos taken for the social media team after each session or as required by CITEM; and - One (1) five-minute event highlight video on the last day of the event Submit two (2) 4TB Portable hard drives to CITEM on or before five (5) working days after the event: - One (1) portable hard drive should include all raw (unedited) photos; and - One (1) portable hard drive should include all raw videos. Provide one (1) portable hard drive and submit the following on or before thirty (30) working days after the event: - All edited photos should be specifically organized in folders sorted by company names. II. For the product photography service of HFL and product development, these are the following requirement: A. HFL and PRODUCT DEVELOPMENT PHOTOGRAPHY Professionally shoot the following with full light equipment set-up: 1. Design Commune 1.1. At least thirty (30) vignettes; and 1.2. Product photos (individual and/or collection) within the setting. 2. Select Exhibitor Products 2.1. At least one hundred (100) products on a white background endorsed by the Creative Goods Team coordinator. B. POST-PRODUCTION 1. Edit and provide necessary touch-ups to thirty (30) vignette photos, product photos within the setting, and a total of one hundred (100) product focus images selected by the CITEM project and creative team; and 2. Submit all edited images to CITEM a maximum of ten (10) working days after the product photoshoot via cloud file or portable hard drive. C. TURNOVER 1. Provide all raw photos which should be specifically organized in folders sorted by company names in a portable hard drive after 5 working days. 2. Submit post-processed photos, which should be specifically organized in folders sorted by company names in a four-terabyte (4TB) portable hard drive to CITEM strictly on or before fifteen (15) working days after the last day of the event with			
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. MF-24101143
 DATE Oct. 09, 2024
 AMOUNT ₱ 789,500 -
 Funds Available

MALERNA C. BUYAO
 Chief Controllership

Recommended by:

NORMAN D. BAGULBAGUL
 Acting DM, CCSD
 Approved by:

LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR

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	PR No.: 2024-0428	PR Date: 09/17/2024		

CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY ADDRESS _____ 4508 Unit 602, Casino Suites, Casino St., Brgy. Palanan, Makati MODE OF PROCUREMENT Small Value Procurement	DELIVERY TERM _____ PAYMENT TERM _____ PLACE OF DELIVERY _____ DATE OF DELIVERY 14-16 Oct. 2024 Ingress 17-19 Oct. 2024 Event Proper 19 Oct. 2024 Egress
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
the following conditions: <ul style="list-style-type: none"> All photos taken, together with the four-terabyte (4TB) portable hard drive shall be owned by CITEM. Give CITEM the full rights and ownership to modify and distribute across multiple online and traditional media platforms, including, but not limited to, its website and social media pages. Share all raw images with the CITEM project team after the photoshoot (either via a shared cloud folder or via hard drive). In line with this, CITEM shall set up a 24 sqm on-site booth system for the product photoshoot and assign CITEM officers to provide necessary assistance with a monitoring sheet of endorsed products. Kindly note that photos and videos taken, together with all portable drives, shall be owned by CITEM.			
REQUIREMENTS I. PHOTOGRAPHY EQUIPMENT <ul style="list-style-type: none"> Equipment/Accessories Professional digital SLR camera, with at least 24 megapixels, preferably full-frame, CMOS sensor; A quick transfer system of images/photos from camera to other devices (Mac OS, Android, PC based); Standard equipment/accessories of tripod and external off-camera flash/es; and Complete set of proper lighting set up for full-scale product photography shoot. II. VIDEOGRAPHY EQUIPMENT <ul style="list-style-type: none"> Professional full-sensor mirrorless cameras capable of, at least, full HD (1980x1080) resolution, 60 frames per second, and 3000 ISO. Standard professional-grade rigs, stabilizers, lenses, lighting equipment, and audio equipment capable of capturing both portrait and landscape orientations. III. PRODUCTION TEAM A. For photo and video event coverage of Manila FAME 2024: <ol style="list-style-type: none"> 1. Photographers <ul style="list-style-type: none"> At least two (2) exhibitor/venue photographer to shoot and document all special settings, exhibitions, products, banners, signages and other event paraphernalia. At least two (2) event photographers, with at least one assistant dedicated to document all activities, special events (registration, talks and seminars, networking night, buyers lounge etc.), and interactions during the event. At least one (1) photographer dedicated to cover photography requirements for 			

TOTAL AMOUNT IN WORDS:	Php
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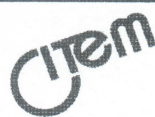
This order is placed subject to the following terms and conditions:

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Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept.	BUR No. <u>MF-2401143</u> DATE <u>Oct. 09, 2024</u> AMOUNT <u>₱ 789,500 ✓</u>	Recommended by: NORMAN D. BAGULBAGUL Acting DM, CCSD
CONFORME: MARITZI TULLAO <small>Name & Signature of Contractor/Supplier</small> _____ Date _____	Funds Available by: MALERNA C. BUYAO Chief Controllorship	Approved by: LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR

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JO Number: 2024-0428	JO Date 10/08/2024	PAGE 4/5
PR No.: 2024-0428	PR Date: 09/17/2024	

CONTRACTOR/SUPPLIER **MARITZI YUVIENCO TULLAO**
MARKETING CONSULTANCY
 ADDRESS _____
 4508 Unit 602, Casino Suites, Casino St., Brgy. Palanan, Makati
 MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM _____
 PAYMENT TERM _____
 PLACE OF DELIVERY _____
 DATE OF DELIVERY **14-16 Oct. 2024 Ingress**
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
CITEM's social media team. • Additional photographers or assistants are at the discretion of the service provider. 2. Videographers A. At least two (2) event videographers, with at least one assistant dedicated to document all special settings, exhibitions, products, banners, signages and other event paraphernalia. B. At least two (2) event videographers, with at least one assistant dedicated to cover registration, talks and seminars, special events, buyers lounge and interactions during the event. C. At least one (1) event videographer with audio equipment dedicated to cover exhibitor and buyer interviews. D. Additional videographers or assistants are at the discretion of the service provider. 3. Production Manager and Assistant E. At least one (1) production manager and one (1) coordinator to manage and coordinate the timeline and logistics of all deliverables pre to post-event. B. For HFL and Product Development product photography: To ensure consistency, the team responsible for the Design Commune and the product development product photoshoot should be the same: 1. Design Commune • One (1) photographer, with at least one (1) gaffer/light crew and one (1) assistant, dedicated to professionally shoot all vignettes and individual product development products of special settings every after the show hours within the first and second days of the event. 3. Select Exhibitor Products • One (1) photographer, with one (1) assistant to shoot one hundred (100) products endorsed by the Creative Goods Team coordinator.			

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,

ATTY. ANNA GRACE T. MARPURI
 Department Manager, Corporate Services Dept.
 CONFORME:

MARITZI TULLAO
 Name of Signatory of Contractor/Supplier

 Date _____

BUR No. MF-24101143
 DATE OCT. 09, 2024
 AMOUNT ₱ 789,500
 Recommended by:

NORMAN D. BAGULBAGUL
 Acting DM, CCSD
 Approved by:

LEAH PULIDO OCAMPO
 EXECUTIVE DIRECTOR
 Funds Available:
MALERNA C. BUYAO
 Chief Controllership

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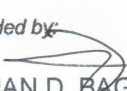



CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY	DELIVERY TERM
ADDRESS 4508 Unit 602, Casino Suites, Casino St., Brgy. Palanan, Makati	PAYMENT TERM
MODE OF PROCUREMENT Small Value Procurement	PLACE OF DELIVERY
	DATE OF DELIVERY 14-16 Oct. 2024 Ingress 17-19 Oct. 2024 Event Proper 19 Oct. 2024 Egress

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
RESPONSIBILITIES OF CITEM During and after the event, the CITEM team shall: <ul style="list-style-type: none"> Assist the service provider/contractor in facilitating or acquiring easy access to all products and areas identified for coverage; Provide a shot list to be discussed during pre-bidding; Exclusively keep the rights/ownership of all images/concepts created or developed because of this engagement/contract; 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. 			
TIMELINE OF ACTIVITIES Pre-production Meeting October 10-14, 2024 Event Proper October 17-19, 2024 Submission of all raw photos October 21-25, 2022 Submission of properly labelled edited product photos October 28 to November 04, 2024 Submission of edited event photos October 28 to December 06, 2024			
AWARDED AMOUNT 1. The Awarded Amount for the project is Php789,500.00 inclusive of applicable taxes, commissions, bank charges and other fees may be incurred in the process.			

TOTAL AMOUNT IN WORDS: **SEVEN HUNDRED EIGHTY NINE THOUSAND FIVE HUNDRED PESOS** Php789,500.00

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Very truly yours,  ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept.	BUR No. <u>MF-24101143</u> DATE <u>OCT. 09, 2024</u> AMOUNT <u>₱ 789,500.-</u>	Recommended by:  NORMAN D. BAGULBAGUL Acting DM, CCSD
CONFORME:  MARITZI TULLAO Name & Signature of Contractor/Supplier Date _____	Funds Available:  MALERNA C. BUYAO Chief Controllership	Approved by:  LEAH PULIDO OCAMPO EXECUTIVE DIRECTOR