



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Passy City, Metro Manila, Philippines

((632) 831-2201 to 09 ext. 218 ≤ (632) 831-1368, 832-3965 ≤ info@citem.com.ph @ www.citem.com.ph



2024-0414

PR No.

2024-0414

9/20/2024 PR Date:

9/12/2024

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CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY ADDRESS

DESCRIPTION

Brgy. Palanan, Makati City

MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM 30 days 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 PHOTOGRAPHY SERVICE PROVIDER FOR TAGLAY			Php930,000.00
PINOY CONTENT CREATION DEV'T. PROGRAM (Batch 1)			
Scope of Work and Deliverables:			
Photography services of up to Fifty (50) companies from the home,			
fashion, furniture, home decor, lamps and lighting, fashion, beauty			
and wellness, holiday/seasonal decor, food and Creative industries			
sectors with the following requirements:			
PRE-PRODUCTION			
Provide Production deck containing a reference guide and mood board.			
Present a Creative and Production calendar including shoot assignments.			
Plot schedule for each companies.			
Submit list of creative teams for CITEM's approval.			
5. Submit final timetable of activities to CITEM			
PRODUCTION			
Shoot dropout photos of up to Fifty (50) companies with minimum of			
3 to maximum of 5 products (up to 5 angles each) per company.			
TOTAL AMOUNT IN WORDS:			
TO TAL 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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 demages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invaice or Official Receipt with the Purchase Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE I. MARPURI

Department Manager III/OSD

CONFORME:

MARITZI TULLAO

BURNO. 1P-CORPCOM 2409105)

Chief Controllership

NORMAN BAGULBAGUL Acting Dept. Manager, CCSD

Approved by: LEAH PULIDO OCAMPO





Approved by:

LEAH PULIDO OCAMPO **Executive Director**

JOB ORDER

MARITZI TULLAO

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
1300 Passy City, Metro Manila, Philippines

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CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAC) DELIVE	RY TERM		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
ADDRESS MARKETING CONSULTANCY	PAYMEN	NT TERM 30 d	ays	
Brgy. Palanan, Makati City	PLACE	OF DELIVERY	***************************************	
MODE OF PROCUREMENT Small Value Procurement	DATE O	F DELIVERY		
Please provide/furnish this office the requirements listed below subject to International Trade Expositions and Missions (CITEM).	the terms and conditions contain	eed herein. Address all	correspondence to the Cente	r for
DESCRIPTION	QTY/L	JNIT UNIT	PRICE AMOUN	VT
1. Activate simultaneous Studio Photography sessions and m	obilize creatives	1		
from regions and/or Luzon, Visayas and Mindanao as necess	sary.			
2. Provide ample security and implement healthcare protocol	s for on-site			
personnel				
3. Provide props, sets, lighting and minimal styling for the sho	oots			
4. Produce up to Fifty (50) company folders in the cloud store	age with the			
following contents:				
a. images from the photoshoots				
b. An Excel sheet of product thumbnail, product names, pro	oduct			
descriptions, etc.				
5. TRAVEL AND LOGISTICS				
The supplier shall cover hotel bookings and accommodatio	n for their			
own team for the district of Leyte only.				
SEE CITEM Responsibilities for the Travel and Logistics of th	ne			
remaining district.				
			0 8 8	
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 s	specified. Delivery is subject to the a	cceptance of CITEM's di	uly authorized representative/off	icial and
inspection by CITEM-Management Inspection Team and/or the Commission on subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this OR	Audit. Rejected deliveries are to be DER for EACH DAY OF DELAY In	withdrawn and/or replac	ed immediately. Delay in the de	elivery is
s/he shall be considered in default and will be liable to pay LIQUIDATED DAM			AMOUNT unless the contractor	
requested and CITEM granted an extension. The contractor/supplier authorizes C				lamages
from any of its receivables from CITEM. The contractor/supplier must present a D	Selivery Receipt and Invoice or Office	ial Receipt with the Purch	hase Order upon delivery.	
	IR No. 19-CORPLAN 24091	recommen	nded by:	
ATTY. ANNA GRACE I MARPURI Department Manager III, CSD	NTE Sept. 24, 2024	NORMAN	N BAGUZBAGUL	
	10UNT 9980,000	Acting De	pt. Manager, CCSD	
CONFORME: AN		*************		

Funds Available: Make downs Malerna C. Buyao

Chief Controllership







CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen, Gil J. Puyat Avenue
1300 Pasay City, Metro Manila, Phillippines
\$ (632) 831-2201 to 09 ext. 218 (632) 831-1388, 832-3965



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CONTRACTOR/S	UPPLIER MARITZI YUVIENCO TULLAO	DELIVER	Y TERM			
The state of the s	KETING CONSULTANCY	PAYMEN				
	gy. Palanan, Makati City	175			***************************************	
MODE OF PROCU	UREMENT Small Value Procurement	DATE OF			***************************************	
	sh this office the requirements listed below subject to the terms and Expositions and Missions (CITEM).	conditions containe	d herein.	Address all corres	spondence to the Cent	er for
	DESCRIPTION	QTY/U	NIT	UNIT PRICE	E AMOU	NT
POST PRODUC	CTION					
1. Submit the Fina	al Artworks (FAs) of photos, including raw files and					
outtakes with prop	per labelling. See details below:					
a. Catalog dropout	t photography of up to 50 companies with up to maxim	um				
	r exhibitor (up to 5 angles each), in white background.					
	n of 300 dpi and size of 1080 x 1080 px for each photo					
: File format: JPE						
a. Company nar	me (Folder)					
	mpany Profile (should be inside the folder)					
	oduct Description_name of product (should be inside the					
	add beautiful Traine of product (stroug be inside th	e				
folder)						
2. One (1) 3TB ex	xternal hard drive containing all photo assets and					
copywriting and a	a cloud copy included in the 3TB HD are the following:					
a. Maximum of 5	50 company profiles and up to 250 product descriptions					
b. 50 companies	from 4 districts					
3. Post-Event Rep	port					
a. Including a pri	inted contact sheet (9 thumbnail/page) which contains					
post edited photos	s of each company					
TOTAL AMOUNT I	N WORDS:				Php	
The delivery must t	ubject to the following terms and conditions: be made only during office hours to CITEM or as may be specified. Deliver	ry is subject to the ac	ceptance o	f CITEM's duly aut	horized representative/of	ficial and
inspection by CITEM-M	Management Inspection Team and/or the Commission on Audit. Rejected	deliveries are to be v	vithdrawn a	and/or replaced im	mediately. Delay in the d	elivery is
s/he shall be consider	ry of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH and in default and will be liable to pay LIQUIDATED DAMAGES in the an	DAY OF DELAY. In a			es not deliver within the o NT unless the contractor	
	granted an extension. The contractor/supplier authorizes CITEM to deduct					
from any of its receivat	oles from CITEM. The contractor/supplier must present a Delivery Receipt	and Invoice or Officia	l Receipt w	ith the Purchase O	rder upon delivery.	
Very truly yours,	BUR No. 19-COM	2 pour 24 09/2	5/ 1	Recommended b	v	
ATTY. ANNA G					D_	
Department Man		7-2412020			BULBAGUL	
CONFORME:	AMOUNT 79	30,000	Д	cting Dept. M	anager, CCSD	

Date

MARITZI TULLAO

Funds Available: Malerna C. Buyao

Chief Controllership

Approved by: LEAH PULIDO OCAMPO





CITEM.STR.FR.006



MARITZI TULLAO Name & Signature of Contractor/Suppl

Date

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
1300 Pasay City, Metro Manila, Philippines
\$_6(632) 831-2201 to 09 ext. 218 (632) 831-1388, 832-3965



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JO Date PAGE JO Number: 2024-0414 9/20/2024

Executive Director

0	© (632) 631-2201 to 09 ext. 210 ⊕ (632) 631-1366, ⊠ info@citem.com.ph ⊜ www.citem.com.pt		TIPPOTE .	2024-	0414	9/12/2024	4017	
CONTRACTOR/SU	PPLIER MARITZI YUVIENCO TULLA	0	DELIVER	Y TERM				
					30 days		PC811-1848-142	
В	Brgy. Palanan, Makati City PLACE OF DELIVERY							
MODE OF PROCUE	REMENT Small Value Procurement	***************************************	DATE OF DELIVERY					
many the last the same of the	this office the requirements listed below subject to positions and Missions (CITEM).	the terms and conditi	ons containe	d herein. Add	ress all corresp	ondence to the Cente	rfor	
	DESCRIPTION		QTY/U	TIV	UNIT PRICE	AMOUN	VΤ	
b. Digital copy in Pt	OF format of contact sheets - Folder should	uld be as follow:						
District>Compan	y Name ;, Filename: District_company na	ame						
MANPOWER REQU	UIREMENTS							
PHOTOGRAPHY								
1. Production/Proje	ct Manager: Supervise, schedule, direct,	and coordinate						
with the onsite prod	luction crew.							
2. The Creative Tea	am will execute and attend to the creative	e requirements in						
coordination with C	ITEM and will be composed of the follow	ing:						
a. Art Director								
b. Photographers								
c. Photography As								
	ure, Fashion and Lifestyle, food and crea	tivo industrias						
	Team (for FAs and photo sharing to tran	isier photos to						
CITEM via online	e cloud)							
f. Logistics Team								
TOTAL AMOUNT IN	WORRS.					Die		
TOTAL AMOUNT IN			-			Php		
MANAGEMENT CONTROL CON	bject to the following terms and conditions: e made only during office hours to CITEM or as may be	onacified Dalivany is ou	hind to the an	contonos of C	TEM's shake sudhe	rized memorately wiel	Saint and	
	anagement Inspection Team and/or the Commission o							
	rat 1/10 of 1% of the TOTAL VALUE of this O							
	d in default and will be liable to pay LIQUIDATED DA					T unless the contractor		
	ranted an extension. The contractor/supplier authorizes						damages	
from any of its receivable	es from CITEM. The contractor/supplier must present a							
Very truty yours,	RAGE I. MARPURI	UR No. / COTOP (nm - 24	9/05/Rec	commended by			
Department Mana	MARPURI	HATE 24 Ryd	2024	NO	RMAN BAC	LBAGUL		
CONFORME:	+ A	MOUNT 7930, 1	m	Act	ing Dept. Ma	nager, CCSD	<1,000 to 1,000 to 1,	
	n h			App	roved by:			
MAR	HZI TULLAO F	unds Available:			0/1	OO OCAMPO	1	

Funds Available: Malerna C. Buyaq

Chief Controllership







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9/12/2024

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CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAO

MARKETING CONSULTANCY ADDRESS Brgy. Palanan, Makati City

MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM

30 days 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
CITEM RESPONSIBILITIES:			
CITEM shall adhere to the following responsibilities:			
Onboard the Photographer according to the deliverables and timelines.			
2. Review all submitted materials and communicate with the Photographer			
all the feedback and revisions needed on the submitted output.			
3. Penalize, if deemed necessary, or deduct from the contract price if violatio			
violations are incurred, such as delay in the delivery, quality of service, or			
non-compliance to the project output, among others.			
4. TRAVEL EXPENSES			
CITEM shall cover the costs for Hotel, Meals and Land travel expenses for			
the following districts: Ilocos Norte, Pangasinan and Marikina.			
PROJECT DURATION:			
Production of 50 companies from the four (4) districts of Ilocos Norte, Leyte,			
Marikina, Pangasinan			
September - October 2024			
TOTAL AMOUNT IN WORDS:		F	hp

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Very truly yours,

ATTY, ANNA GRACE I, MARPURI

Department Manager III, CSD

CONFORME:

MARITZI TULLAO

Chief Controllership

Recomme**eded** by

NORMAN BAGULBAGUL Acting Dept. Manager, CCSD

Approved by: LEAH PULIDO OCAMPO





CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shall Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines



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Ü	(632) 831-2201 to 09 ext. 218		20	PR No.: 24-0414	PR Date: 9/12/2024	6of7	
CONTRACTOR	DELIVERY TERM						
ADDRESS M	ARKETING CONSULTANCY	PAYMENT	TERM	30 days			
E	Brgy. Palanan, Makati City	PLACE O	F DELIN	/ERY			
MODE OF PRO	DCUREMENT Small Value Procurement	DATE OF	DELIVE	ERY		***********	
	urnish this office the requirements listed below subject to the terms and de Expositions and Missions (CITEM).	conditions containe	d herein.	Address all corres	pondence to the Cent	er for	
	DESCRIPTION	QTY/UI	VIT	UNIT PRICE	AMOU	NT	
PROJECT TI	MELINE:						
2nd week of Se	eptember - Procurement process						
2nd week of Se	eptember - Pre-Bidding						
2nd week of Se	eptember - Opening of Bids/Notice of Award						
3rd week of Se	ptember - Onboarding/Pre Production meeting						
	with the supplier						
4th week of Se	ptember - Implementation of the project						
1st week of Oc	tober - Submission of Final Artwork / Copywriting -						
	uploading of photos in CITEM's online platform						
OWNERSHIP							
CITEM shall ha	ve exclusive ownership and discretion for the use of						
he content to b	be produced from this project. Any request for the use of						
photos from wit	hin and outside CITEM shall be officially expressed in						
writing to CITE	M.						
TOTAL AMOUN	T IN WORDS:				Php		
The delivery m inspection by CITE	of subject to the following terms and conditions: sust be made only during office hours to CITEM or as may be specified. Deliver EM-Management inspection Team and/or the Commission on Audit. Rejected of ALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH I	deliveries are to be w	athdrawn	and/or replaced imm	nediately. Delay in the o	delivery is	

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Very truly yours,

ATTY. ANNA GRACE I. MARPUR

Department Manager III, CSD

CONFORME:

MARITZI TULLAO

Funds Available:

Chief Controllership

NORMAN BAGOLBAGUL Acting Dept. Manager, CCSD

Approved by: LEAH PULIDO OCAMPO







CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
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CONTRAC	TOR/SUPPLIER MARITZI YUVIENCO TULLAO	
	MARKETING CONSULTANCY	
	Brgy. Palanan, Makati City	

MODE OF PROCUREMENT Small Value 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
PAYMENT TERMS:			
The awarded contract amount for this requirement is Php930,000.00			
inclusive of all incidental expenses and applicable taxes. Payment scheme			
for the project will be billed upon the completion of the project. To process			
the payment, the supplier must submti the approved materials in a hard disk			
drive (HDD) and provide a cloud storage link wherein the digital files are			
stored and printed contact sheets.			

TOTAL AMOUNT IN WORDS: NINE HUNDRED THIRTY THOUSAND PESOS

Php930,000.00

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Very truly yours,

ATTY. ANNA GRAÇE I. MARPURI

Department Manager III, CSD

CONFORME

MARITZI TULLAO

BUR No. 12-CORPCOM-24091051

ATE Sept. 24,

AMOUNT \$ 930,000.00

AMOUNT 900,000.

Funds Available:
Malerna C. Buyao

Chief Controllership

Recommended by:

NORMAN BAGULBAGUL Acting Dept. Manager, CCSD

Approved by:

LEAH PULIDO OCAMPO

Executive Director

An