

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: 2024-0301	JO Date: 07/26/2024	PAGE 1 of 3
	PR No.: 2024-0301	PR Date: 07/10/2024		



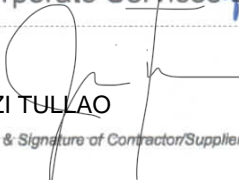


CONTRACTOR/SUPPLIER: MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY	DELIVERY TERM: _____
ADDRESS: 4508 UNIT 602, Casino Suites, Casino St., Brgy. Palanan, Makati City	PAYMENT TERM: _____
MODE OF PROCUREMENT: Small Value Procurement	PLACE OF DELIVERY: _____
	DATE OF DELIVERY: _____

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
HIRING OF PHOTOGRAPHY WITH STYLING SERVICES FOR TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2024 AND FINOPINAS 2024 SCOPE OF WORK A. PRE-PRODUCTION 1. Submit proposed set designs (with provision for hanging products) based on the concept provided by CITEM 2. Provide own equipment (e.g. camera with at least 24 megapixel full frame CMOS sensor, lens, flash, etc.) Condition: Attend pre-production meetings and present proposal options on stage styling and design. B. PRODUCTION 1. Fabricate and install approved set design based on materials presented during pre-production. 2. Execute onsite creative and editorial direction and complete the pictorials for approximately 96 products and/or 32 collections for TIGS 2024 within agreed timeline with the CITEM. Condition: Shoulder own logistics requirements of personnel and shoot equipment to and from the recommended shoot location. Shoulder cost of studio rental. Rented studio must be within Metro Manila and is at least 5 kilometers radius away from CITEM. Provide for own personal safety requirements and other personal miscellaneous expenses required throughout the duration of the pictorials. Share all RAW images to CITEM project team after the pictorial (either via shared cloud folder or via hard drive)	1 lot		PHP 495,000.00

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 OIC-DM, Corporate Services Department	BUR No. <u>1145-24080841</u> DATE <u>Aug 07, 2024</u> AMOUNT <u>₱ 495,000</u>	Recommended by:  MARJOE F. EVIO OIC-DM, CG1
CONFORME:  MARITZI TULLAO Name & Signature of Contractor/Supplier Date _____	Funds Available:  MALERNA C. BUYAO Chief Controllership	Approved by:  LEAH PULIDO OCAMPO Executive Director

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: 2024-0301	JO Date: 07/26/2024	PAGE 2 of 3
	PR No.: 2024-0301	PR Date: 07/10/2024		

CONTRACTOR/SUPPLIER: MARITZI YUVIENCO TULLAO MARKETING CONSULTANCY	DELIVERY TERM: _____
ADDRESS: 4508 UNIT 602, Casino Suites, Casino St., Brgy. Palanan, Makati City	PAYMENT TERM: _____
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).

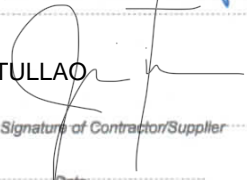
DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT													
C. POST-PRODUCTION																
1. Conduct post-production briefing and final selection of photos with creative and project team; 2. Edit and provide necessary touch-ups (Final Artworks / digital renders) to a total of 96-192 stylized images for individual products and 32 stylized images for product collections. 3. Submit all edited images to CITEM in the following formats: <ul style="list-style-type: none"> • A cloud-based platform • 1TB hard drive • (Printed) Contact sheets Within a maximum of 10 working days after the pictorial.																
Condition: Grant CITEM the full and perpetual rights and ownership to modify, distribute, and use all images (RAW and EDITED) in all of its campaigns, across multiple online and print platforms, including but not limited to its own website and social media pages.																
TIMELINE OF PAYMENTS																
The engagement is valid from the signing of contract/JO until upon satisfactory and/or complete delivery of the total quantity of photo requirements.																
<table border="1"> <thead> <tr> <th>Activities</th> <th>Requirement for Payment</th> <th>% of contract cost</th> </tr> </thead> <tbody> <tr> <td>Pre-production, submission, approval of Project Team</td> <td rowspan="2">Submission of RAW images for selection</td> <td rowspan="2">40%</td> </tr> <tr> <td>Production proper (July 29 – August 2, 2024)</td> </tr> <tr> <td>Post-production, editing and submission of final artwork (August 1-14, 2024 or earlier)</td> <td>Submission of 96-192 edited and stylized product shots and 32 collection shots (FA and contact sheet format)</td> <td>60%</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>100%</td> </tr> </tbody> </table>				Activities	Requirement for Payment	% of contract cost	Pre-production, submission, approval of Project Team	Submission of RAW images for selection	40%	Production proper (July 29 – August 2, 2024)	Post-production, editing and submission of final artwork (August 1-14, 2024 or earlier)	Submission of 96-192 edited and stylized product shots and 32 collection shots (FA and contact sheet format)	60%	TOTAL		100%
Activities	Requirement for Payment	% of contract cost														
Pre-production, submission, approval of Project Team	Submission of RAW images for selection	40%														
Production proper (July 29 – August 2, 2024)																
Post-production, editing and submission of final artwork (August 1-14, 2024 or earlier)	Submission of 96-192 edited and stylized product shots and 32 collection shots (FA and contact sheet format)	60%														
TOTAL		100%														

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
 OIC-DM, Corporate Services Department

CONFORME:

MARITZI TULLAO
 Name & Signature of Contractor/Supplier
 Date: _____

BUR No. 1195-24080841
 DATE Aug. 07, 2024
 AMOUNT ₱ 495,000-

Funds Available:

MALERNA C. BUYAO
 Chief Controllership

Recommended by:

MARLO FEVINO
 OIC-DM, OG1
 Approved by:

LEAH PULIDO OCAMPO
 Executive Director



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:	JDate	PAGE
2024-0301	07/26/2024	3 of 3
PR No.:	PR Date:	
2024-0301	07/10/2024	

CONTRACTOR/SUPPLIER: <u>MARITZI YUVIENCO TULLAO</u> <u>MARKETING CONSULTANCY</u> ADDRESS: <u>4508 UNIT 602, Casino Suites, Casino St., Brgy. Palanan,</u> <u>Makati City</u> MODE OF PROCUREMENT: <u>Small Value Procurement</u>	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
AWARDED AMOUNT OF CONTRACT The awarded amount of contract for this requirement is PHP 495,000.00 inclusive of all applicable taxes, to be sourced from TIGS 2024 Budget.			

TOTAL AMOUNT IN WORDS: FOUR HUNDRED NINETY-FIVE THOUSAND PESOS	Php 495,000.00
---	----------------

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
 OIC-DM, Corporate Services Department

BUR No. TIGS-24080841
 DATE Aug 07, 2024
 AMOUNT \$ 495,000-

Recommended by:

MARJO F. EVIO
 OIC-DM, OG1

CONFORME:

MARITZI TULLAO
 Name & Signature of Contractor/Supplier

Funds Available:

MALERNA C. BUYAO
 Chief Controllership

Approved by:

LEAH PULIDO OCAMPO
 Executive Director

Date: _____