

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: 2025-0394	JO Date: 06/17/2025	PAGE 1 of 3	
		PR No.: 2025-0394	PR Date: 06/04/2025		
CONTRACTOR/SUPPLIER MARITZI YUVIENCO TULLAO ADDRESS MARKETING CONSULTANCY Casino St., Brgy. Palanan, Makati 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 PHOTOGRAPHER WITH STYLING SERVICES FOR THE PHILIPPINE PARTICIPATION IN TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2025 Date of Shoot: 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.) 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 with a minimum of 60 products and maximum of 80 products (2 angles each product) and minimum of 20 stylized collections and maximum of 25 stylized collections* for TIGS 2025 within the agreed timeline with CITEM. * 3 products per collection				Php498,000.00	
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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. MARRURI Department Manager III, CSD CONFORME:  MARITZI TULLAO JULY 24, 2025 Date		BUR No. TIGS-25070967 DATE 07/01/2025 AMOUNT ₱498,000 Funds Available:  WILMA G. DULAY OIC-Chief, Controllershship			Recommended by:  MARJO F. EVIO Department Manager III, SBD Approved by:  ROM LEAH JULIET P. OCAMPO Executive Director

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CONTRACTOR/SUPPLIER **MARITZI YUVIENCO TULLAO**

ADDRESS **MARKETING CONSULTANCY**
Casino St., Brgy. Palanan, Makati

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY

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DESCRIPTION

QTY/UNIT

UNIT PRICE

AMOUNT

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).

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) for a minimum of 120 and maximum of 160 tight shot images within the vignette, and minimum of 20 and maximum of 25 stylized collections.
3. Submit all edited images to CITEM in the following formats:
 - * A cloud-based platform
 - * 1TB hard drive
 - * (Printed) Contact sheets

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

CONFORME:

MARITZI TULLAO
Name & Signature of Contractor/Supplier

JULY 24, 2025
Date

BUR No. **TIGS-25070967**

DATE **07/01/2025**

AMOUNT **₱498,000**

Funds Available:
WILMA G. DULAY
OIC-Chief, Controllorship

Recommended by:

MARJO F. EVIO
Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO
Executive Director

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ADDRESS **MARKETING CONSULTANCY**

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DELIVERY TERM

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>Within a maximum of 10 working days after the pictorial.</p> <p>Condition: CITEM will have the full and perpetual rights and ownership to modify, distribute and use all images (RAW and EDITED) in all its campaigns, across multiple online and print platforms, including but not limited to its own website and social media pages.</p> <p>TIMELINE & PAYMENTS:</p> <p>The engagement is valid from the signing of JO until upon satisfactory and/or complete delivery of the total quantity of photo requirements:</p>			
ACTIVITIES	REQUIREMENT FOR PAYMENT	% OF CONTRACT COST	
Pre-production and submission of content and production theme	Submission of RAW images for selection	60%	
Production proper (21 July - 04 Aug. 2025)			
Post-production, editing and submission of final artwork (04-14 Aug. 2025 or earlier)	Submission of 120-160 edited and stylized product shots and 20-25 collection shots (FA and contact sheet format)	40%	
TOTAL		100%	

TOTAL AMOUNT IN WORDS: **FOUR THUNDRED NINETY-EIGHT THOUSAND PESOS**

Php498,000.00

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ATTY. ANNA GRACE I. MARPURI

Department Manager III, CSD

CONFORME:

MARITZI TULLAO

Name & Signature of Contractor/Supplier

JULY 24, 2025

BUR No. **7165-25070967**

DATE **07/01/2025**

AMOUNT **498,000**

Funds Available

WILMA G. DULAY

OIC-Chief, Controllershship

Recommended by:

MARJO F. EVIO

Department Manager III, SBD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director