



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:
2022-0064
 PR No.:
2022-0167

JO Date:
07/27/2022
 PR Date:
06/17/2022

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CONTRACTOR/SUPPLIER **FIRST LIGHT STUDIOS FILM PRODUCTION**
 ADDRESS **Lavender Bldg., Sienca Park Res.**
Brgy. Sun Valley, Paranaque
 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 |
|-------------|----------|------------|--------|
|-------------|----------|------------|--------|

| | | | |
|--|--|--|----------------------|
| HIRING OF OFFICIAL PHOTOGRAPHER FOR HOME AND LIFESTYLE CAMPAIGNS 2022 | | | Php659,000.00 |
|--|--|--|----------------------|

SCOPE OF WORK AND DELIVERABLES WITH BUDGET & ESTIMATED VALUATION

| | | % Value in PhP |
|---|------------|--|
| A. PRE-PRODUCTION | | |
| 1. Attend the pre-production planning with the CITEM-hired Art Director, Production Designer and project team: <ul style="list-style-type: none"> • Maison & Objet and MORE(MOM) • FAMEPlus Design Commune • And other H&L Overseas Events 2. Provide own equipment (e.g. camera [with at least 24megapixel full frame CMOS sensor], lens, flash, etc) | | (Inclusive in the delivery of contract) |
| B. PRODUCTION | | |
| 1. Shoot a minimum of 22 vignette layouts featuring a minimum of 67 companies and multiple product focus shots of at least 200 individual product photos, under the creative and art direction of CITEM-hired Digital Content Merchandiser and the CITEM project team, for Home and Lifestyle (Spring/Summer) Phase 2 campaigns, within agreed timeline and schedule; 2. Shoulder own logistics requirements including transportation to and from the studio that will be identified by the Production designer within Metro Manila area; 3. Provide for own personal safety requirements (PPEs, COVID testing, etc) and other personal miscellaneous expenses required throughout the duration of the pictorials; 4. Share all RAW images to CITEM project team after the pictorial (either via shared cloud folder or via hard drive) | 50% | Php329,500.00 |

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 Job Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department

BUR No. **MFO-22070568**
 DATE **07/29/2022**
 AMOUNT **Php659,000.00**

Recommended by:

NORMAN D. BAGULBAGUL
 OIC-DM, CCSD

CONFORME:

Ariann Regala
 Name & Signature of Contractor/Supplier
August 9, 2022
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

DEPUTY EXEC. DIRECTOR MA. LOURDES D. MEDIRAN
 Alternate HOPE

JOB ORDER

CITEM.STR.FR.006



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| | | | % Value in PhP |
| POST- PRODUCTION | | 50% | Php329,500.00 |
| 1. Conduct post-production briefing and final selection of photos with CITEM hired digital content merchandiser and creative team; 2. Edit and provide necessary touch-ups (Final Artworks) to a total of 200 product focus images selected by the CITEM project and creative team; 3. Submit all edited images to CITEM maximum 10 working days after the pictorial via cloud file or portable hard drive; 4. Give CITEM the full rights and ownership to modify and distribute across multiple online and traditional platforms, including, but not limited to, its own website and social mediapages. | | | |
| TOTAL | | 100% | Php659,000.00 |

TERMS OF PAYMENTS

The engagement is valid for three (3) months after the release of JO/Contract. The supplier shall be paid in full amount once they submitted at least 22 vignettes and 200 final edited photos.

In the event that the supplier delivered less than the minimum required items, the payment of the supplier shall be subjected to the following equitable deduction:

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,

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CONFORME:

Ariann Regala

Name & Signature of Contractor/Supplier

August 9, 2022

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AMOUNT **Php659,000.00**

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MALERNA U. BUYAO
 Chief, Controllership Division

Recommended by:

NORMAN D. BAGULBAGUL
 OIC-DM, CCSD

Approved by:

DEPUTY EXEC. DIRECTOR MA. LOURDES D. MEDIRAN
 Alternate, HOPE

JOB ORDER

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| TIMELINE | | | |
| 4 th week of July | | | Pre-prod Meeting |
| 1 st week of August | | | Shoot proper |
| 4 th week of August | | | Submission of at least 22 vignettes and 200 final edited photos |
| ITEM | | | DEDUCTION |
| Vignette Layouts | | | Minus 2.27% of the contract amount per 1 vignette layout missing |
| Final Edited Product Shots | | | Minus 0.25% of the contract amount per 1 final edited product shots |

BUDGET

The Contracted Amount of this Contract is PhP 659,000.00 inclusive of all applicable taxes, to be sourced from 2022 Home and Lifestyle Campaigns budget.

TOTAL AMOUNT IN WORDS: **Six Hundred Fifty Nine Thousand Pesos** **Php 659,000.00**

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