

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:	JO Date:	PAGE
2024-0131	04/22/2024	
PR No.:	PR Date:	
2024-0131	03/15/2024	

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
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HIRING OF A STUDIO OR COMPANY TO PRODUCE PRODUCT LAUNCH-STYLE VIDEOS FOR KATHA AWARDS FINALISTS OF IFEX PHILIPPINES 2024	1 lot		Php338,000.00
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Engagement Period: From Issuance/Signing of Job Order to 29 April 2024
 Venue: CITEM Studio, CITEM Office

Output: 24 videos
 • 10-second video per product
 • 16:9 aspect ratio, landscape.

- Terms of Engagement and Inclusions:
- Pre-planning, production, curation, and editing (audio, texts, and logos)
 - 8 licensed audio clips to be used in the 24 videos.
 - Versions of all Videos formatted to social media aspect ratio, 9: 16 portrait.
 - Turnover of all raw and final edited videos in 1 terabyte hard drive.
 - Turnover of all licensed audio
 - Logistics, props, and incidental fees
 - All videos and licensed audios used are property of CITEM after the execution of this project
 - Audio license terms of use shall conform to the source site or company it was purchased from (industry standard is 1 download per media format)

TOTAL AMOUNT IN WORDS:	Three Hundred Thirty Eight Thousand Pesos	Php 338,000.00
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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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 Job Order upon delivery.

Very truly yours,

BUR No. IP-CORP/COM 24 04 0423

Recommended by:

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

DATE April 23, 2024

NORMAN D. BAGULBAGUL
 OIC-DM, CCSD

CONFORME:

AMOUNT **Php338,000.00**

Approved by:

Name & Signature of Contractor/Supplier
APRIL 23, 2024
 Date

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

MA. LOURDES D. MEDIRAN
 Deputy Executive Director