



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:

2020-061

JO Date:

08-27-2020

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PR No.:

2020-0222

PR Date:

06-29-2020

CONTRACTOR/SUPPLIER JEANNE YOUNG PHOTOGRAPHY

ADDRESS 2167 Primo Rivera Street, La Paz, 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

Hiring of Professional Photographer for OTF Maison & Digital Fair (MOM)

Php382,000.00

I. SCOPE OF WORK AND DELIVERABLES with BUDGET AND VALUATION

%

Value in Php

PRE PRODUCTION

- Attend creative briefing and pre-production meeting with CITEM-hired digital content producer and curators for MOM
- Provide own equipment (e.g. camera (with at least 24 megapixel full frame CMOS sensor), lens, flash, etc)

5%

Php19,100.00

PRODUCTION

- Receive and execute onsite creative and art direction from CITEM-hired Digital Content Producer and complete the pictorial for the following, within agreed schedule with CITEM and creative:

DAY 1 : min. of 40 Individual Products in various angles and scales plus 4 stylized collective/vignettes of these products

10%

Php38,200.00

Share all RAW images to CITEM project team after the pictorial (either Via shared cloud folder or via hard drive)

DAY 2 : min. of 40 Individual Products in various angles and scales plus 4 stylized collective/vignettes of these products

10%

Php38,200.00

Share all RAW images to CITEM project team after the pictorial (either Via shared cloud folder or via hard drive)

TOTAL AMOUNT IN WORDS:

Php

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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 Rejected deliveries are to be withdrawn and/or replaced immediately.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. MFO-20090583

Recommended by:

DATE 9/7/2020

AMOUNT Php 382,000.00

Jaime Antonio S. Sandoval
 JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

Anna Marie D. Alzona
 ANNA MARIE D. ALZONA
 Chief, Fashion Lifestyle Division

Atty. Anna Grace I. Marfuri
 ATTY. ANNA GRACE I. MARFURI
 DIC-DM, Operations Group 1

CONFORME:

Jeanne G. Young
 Jeanne G. Young

Approved by:

Ma. Lourdes D. Mediran
 MA. LOURDES D. MEDIRAN
 Deputy Executive Director

Name & Signature of Contractor/Supplier

09-09-2020

Funds Available:

Ma. Lorna C. Buaño
 MALERNA C. BUAÑO
 Chief, Controllership Division

Date



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SCOPE OF WORK AND DELIVERABLES with BUDGET AND VALUATION

DAY 3 : min. of 40 Individual Products in various angles and scales plus 4 stylized collective/vignettes of these products

10%

Php38,200.00

Share all RAW images to CITEM project team after the pictorial (either Via shared cloud folder or via hard drive)

DAY 4 : min. of 40 Individual Products in various angles and scales plus 4 stylized collective/vignettes of these products

10%

Php38,200.00

Share all RAW images to CITEM project team after the pictorial (either Via shared cloud folder or via hard drive)

DAY 5 : min. of 40 Individual Products in various angles and scales plus 4 stylized collective/vignettes of these products

10%

Php38,200.00

Share all RAW images to CITEM project team after the pictorial (either Via shared cloud folder or via hard drive)

DAY 6 : min. of 40 Individual Products in various angles and scales plus 4 stylized collective/vignettes of these products

10%

Php38,200.00

Share all RAW images to CITEM project team after the pictorial (either Via shared cloud folder or via hard drive)

TOTAL AMOUNT IN WORDS:

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Very truly yours,

BUR No. MFO-20090583

Recommended by:

DATE 9/7/2020

AMOUNT Php 382,000.00

ANNA MARIE D. ALZONA
 Chief, Fashion Lifestyle Division

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

Jeanne G. Young

Name & Signature of Contractor/Supplier

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Hiring of Professional Photographer for OTF Maison & Digital Fair (MOM)

% Value in Php

DAY 7 : min. of 40 Individual Products in various angles and scales plus 4 stylized collective/vignettes of these products

10% Php38,200.00

Share all RAW images to CITEM project team after the pictorial (either Via shared cloud folder or via hard drive)

POST-PRODUCTION

- Submit all edited images to CITEM maximum 10 working days after the pictorial; and grant CITEM the full and perpetual rights and ownership to modify, distribute, and use all images (RAW and EDITED) in MOM and all of its platforms, including but not limited to its own website and social media pages.

25% Php95,500.00

GRAND TOTAL Php382,000.00

II. TIMELINE AND PAYMENT

Activities	Timeline	Requirement for payment	% of payment
PRE PRODUCTION Pre-production creative meeting	2 nd – 3 rd week of August		
PRODUCTION - Day 1 – 7 of Pictorial - Submission of Raw Images to CITEM Project Team	3 rd week of August	Submitted Raw Images from pictorial (either via cloud folder or hard drive)	50%

TOTAL AMOUNT IN WORDS:

Php

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 Chief, STREDO & Procurement Division

DATE 9/7/2020

Anna Marie D. Alzona

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 Chief, Fashion Lifestyle Division

Atty. Anka Grace I. Marpuri
 OIC-DM, Operations Group 1

CONFORME:

Jeanne G. Young

AMOUNT Php 382,000.00

Approved by:

Name & Signature of Contractor/Supplier

09-09-2020

Date

Funds Available:

Malerna C. Butao
 MALERNA C. BUTAO
 Chief, Controllership Division

Ma. Lourdes D. Mediran
 MA. LOURDES D. MEDIRAN
 Deputy Executive Director

JOB ORDER

CITEM.STR.FR.006



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Hiring of Professional Photographer for OTF Maison & Digital Fair (MOM)

Activities	Timeline	Requirement for payment	% of payment
POST-PRODUCTION			
- Editing and selection of images	Max. 10 days after Day 7 of pictorial	Submitted Final Edited Images from pictorial (either via cloud folder or hard drive)	50%
- Submission of final edited images to CITEM Project team			

The engagement is valid from release of Notice of Award to October 2020, or upon satisfactory completion of all deliverables, whichever comes later.

III. BUDGET

A total of Php382,000.00 is earmarked for this engagement (inclusive of all applicable taxes), to be sourced from Manila FAME 2020 budget for OTF and digital participation. (See above budget vis a vis scope of deliverables)

TOTAL AMOUNT IN WORDS: Three Hundred Eighty Two Thousand Pesos Php 382,000.00

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Atty. Anna Grace I. Mapuri
 ATTY. ANNA GRACE I. MAPURI
 Dir-DM, Operations Group 1

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 MA. LOURDES D. MEDIRAN
 Deputy Executive Director

09-09-2020

Date