

PURCHASE ORDER

Philippine Rice Research Institute - Agusan

Basilisa, Remedios T. Romualdez, Agusan del Norte
 Telefax (085) 343-0768, Direct Line (085) 818-4477

Supplier RYAN UGALINO VIDEO PRODUCTION	P.O. No. <i>20-10-0487</i>	October 13, 2020
Address 040 T. Calo St., Butuan City	Reference: PR No.	<i>20-09-0587</i>
	Mode of Procurement:	<i>NP-SVP</i>

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

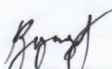
Place of Delivery PhilRice AES	Delivery Term:
Date of Delivery upon the request sched of the DevCom	Payment Term: Payable n/30

Qty	Unit	Description	Unit Cost	Amount
1	lot	<p>Procurement of 1 Lot Video Production for Testimonial Videos of RCEF Farmer-Beneficiaries Video Production</p> <p>1. Scope and Coverage The video production professional service shall produce two (2) (3-5 minute) testimonial videos of RCEF Farmer-Beneficiaries from the branch unit's area of operation (1 for RCEF-Seed; 1 for RCEF-Extension). The following are the specific tasks of the video consultant: a. Meet with the DevCom/CFP staff (through online) and understand the production concepts; b. Direct, shoot (interviews and B-Rolls), and edit videos based on the script/instructions provided; c. Provide appropriate musical scores/sound effects, text/graphic animation designs, visual effects, and color grading for videos; d. Submit drafts, incorporate corrections, and finalize outputs based on the production schedule through Google drive (GDrive) or any cloud-based platforms.</p> <p>2. Deliverables/Expected Outputs a. Maximum of drafts per video will be submitted to DevCom based on the provided production schedule b. Produced 2 video files in any of these formats (mp4 or mov) ; c. Packaged 2 project video files (Adobe Premiere/After Effects); submit through GDrive.</p> <p>3. Production and Logistic Support a. CFP/DevCom will provide the video contents such as scripts and logos; b. Video consultant will provide for their own food and accommodation.</p> <p>4. Duration and Location Duration: September to November 2020 x-x-x-x-x nothing follows x-x-x-x-x</p>	P 56,000.00	P 56,000.00

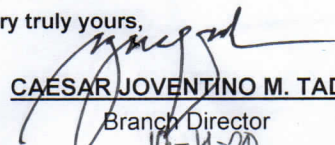
(Total Amount in Words) FIFTY-SIX THOUSAND PESOS ONLY	P 56,000.00
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed. In line with the Institute's implementation of Environmental Management System, suppliers of laboratory chemicals and the like are enjoined to collect empty containers from PhilRice once the chemicals are already consumed. A submission of Material Safety Data Sheet (MSDS) is also a must otherwise the delivery will not be accepted by the end-user or the Supply & Property Unit.
 As stipulated in Section 3 of Executive Order 398 suppliers shall pay taxes in full and on time, failure to do so will entitle the government to suspend payment for any goods or services delivered.

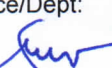

Conforme:


RYAN UGALINO VIDEO PRODUCTION
 (Signature over printed name)
10-14-20

 Date

Very truly yours,

CAESAR JOVENTINO M. TADO
 Branch Director
10-14-20

 Date

Requisitioning Office/Dept:  JASMIN J. REYES Authorized Official <i>10-14-20</i> _____ Date	Funds Available:  JOBELLE O. SARATE Accountant II <i>10-14-20</i> _____ Date	BUR/ORS No.: <i>2000-10-000419</i> BUR/ORS Date: <i>10/14</i> Amount P <u>56,000.00</u>
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NOTICE OF AWARD

October 12, 2020

MR. RYAN G. UGALINO

Owner
Ryan Ugalino Video Production
040 T. Calo St., Butuan City

Dear Mr. Ugalino:

We are pleased to inform you that PhilRice Agusan awarded you the procurement of the following with reference to your quotation for PR Reference Number 20-09-0587:

PARTICULARS	DEPT/ OFFICE	TOTAL AMOUNT
<p style="text-align: center;">Procurement of 1 Lot Video Production for Testimonial Videos of RCEF Farmer-Beneficiaries</p> <p style="text-align: center;">Video Production</p> <p>1. Scope and Coverage The video production professional service shall produce two (2) (3-5 minute) testimonial videos of RCEF Farmer-Beneficiaries from the branch unit's area of operation (1 for RCEF-Seed; 1 for RCEF-Extension).</p> <p>The following are the specific tasks of the video consultant:</p> <ul style="list-style-type: none"> a. Meet with the DevCom/CFP staff (through online) and understand the production concepts; b. Direct, shoot (interviews and B-Rolls), and edit videos based on the script/instructions provided; c. Provide appropriate musical scores/sound effects, text/graphic animation designs, visual effects, and color grading for videos; d. Submit drafts, incorporate corrections, and finalize outputs based on the production schedule through Google drive (GDrive) or any cloud-based platforms. <p>2. Deliverables/Expected Outputs</p> <ul style="list-style-type: none"> a. Maximum of drafts per video will be submitted to DevCom based on the provided production schedule b. Produced 2 video files in any of 	RCEF- Communications	Php 56,000.00





Philippine Rice Research Institute

PHILRICE Agusan | Basilisa, RTRomualdez, 8611 Agusan del Norte
Tel: (085) 343-0778 | Fax: (085) 343-0768

Quality Rice. Quality Life.

<p>these formats (mp4 or mov) ; c. Packaged 2 project video files (Adobe Premiere/After Effects); submit through GDrive.</p> <p>3. Production and Logistic Support</p> <p>a. CFP/DevCom will provide the video contents such as scripts and logos; b. Video consultant will provide for their own food and accommodation.</p> <p>4. Duration and Location Duration: September to November 2020</p>		
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We shall send an approved Purchase Order for the said project at the soonest possible time.

Please acknowledge receipt of this Notice by signing the conforme portion in the space provided below and re-fax or email back to us at mcp.olofernes@philrice.gov.ph within two (2) days from receipt hereof.

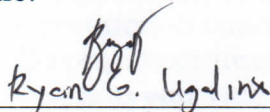
For any queries, please coordinate with the Procurement and Property Management Division at telephone number (085) 343-0768.

Thank you very much.

Very truly yours,


JASMIN J. REYES
 RCEF-PMO Focal Person

Conforme:



 SIGNATURE OVER PRINTED NAME
Ryan Ugalino Video Production

Date and Time of Receipt: 10-12-20



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NOTICE TO PROCEED

October 13, 2020

MR. RYAN G. UGALINO

Owner
Ryan Ugalino Video Production
040 T. Calo St., Butuan City

Dear Mr. Ugalino:

With the approval of the attached Purchase Order (PO) No. 20-10-0487, we are pleased to inform you that contract between PhilRice and Ryan Ugalino Video Production may commence effective three (3) days after receipt of this Notice.

In relation thereto, you are hereby responsible for performing the services or delivering the goods under the terms and conditions of the Purchase Order.

Please acknowledge receipt of this Notice by signing the space provided below and re-fax or email back to us at mcp.olofernes@philrice.gov.ph or courier to the Philippine Rice Research Institute, Procurement and Property Management Division.

Thank you very much.

Very truly yours,


JASMIN J. REYES
RCEF-PMO Focal Person

ACKNOWLEDGEMENT

I acknowledge receipt of this Notice on: 10-14-20

Name of the Representative of the Bidder: Ryan G. Ugalino

Authorized Signature: 