

Client: Department of Energy Date : September 29, 2023
 Client Attn: Undersecretary Felix William Fuentesbella CE Ref. I: WPI-0003-09292023
 Waveplay Rep: Sharon Ong Version : 2

Event Project:	DOE platform reuse + Livestreaming		
Event Project Dates:	2 events (September and December 2023)		
Tech Run Date Time:			
Expected No. of Guests:	1000 pax		
Timeline:	3 weeks from turnover of final directions and artworks		
SCOPE OF WORK:			
2	PLATFORM RELATED COSTS Reactivate existing DOE platform <i>Note: Reskin of posters, event title and banners, email header only. Main platform designs remain the same</i> 1- Landing page : Register and go in (open to all, similar to USAID) : For pre-event notifications via email and SMS, client to provide database of guestlist with their email addresses and mobile numbers : 2x Email blast reminders : 2x SMS blast 2- 360 Virtual Event Lobby All items in green will be updated or reskinned per event, based on the layered event visuals provided by client : UX adapted to both desktop and mobile view : Navigation video : Program Schedule and Speakers (PDF file to be provided by client) : Photobooth + GIF (client to provide design following our exact layout specs) : Mosaic wall of finished photos : Main Hall (to be activated on schedule) : Once stream is live, user to get a pop up to lead them to the main hall : Networking (public chat) : 1x Lobby LED Wall : Environment to feature signages that can be changed depending on the event : Feedback form (Google forms c/o client) : 180 Resources Hub : Videos on demand : Downloadable brochures : Downloadable presentation decks : Lobby music : Main Hall countdown : Live push notifications to Main Hall : Help Desk : Chat support for technical concerns using chatbot and chat representatives. 3- Main Hall (Embedded Livestream) : Embedding of client's livestream onto the Main Hall page.* : Livestream emojis and networking : Chat : Program Schedule *Please consult with us what platform you'll use for your livestream so we can advise on compatibility. *Livestream services NOT INCLUDED	105,000.00	210,000.00
2	1 Event Day Live Support, Analytics Report <i>Platform subscription, Live remote support, 3 technical chat reps for 1-event day, scheduled tech run before event, infrastructure for 1000 pax, post event analytics (4 days after event).</i>	60,000.00	120,000.00
4800	SMS Blast On demand days (Optional add on at Php 12,000 per day) Lobby activities and recorded session available on demand	1.50	7,200.00
	LIVESTREAMING RELATED COSTS for 2 events <i>Outputs:</i> 2 instances x Remote Livestream, maximum of 6 hours 2 instances x Technical Run/Rehearsal Day, maximum of 4 hours	545,000.00	545,000.00

14 instances x recording of Speakers and Lectures, maximum of 7 separate days

Inclusions:



1. Two instances of Remote Livestreaming
2. Zoom room or webinar, maximum of 500 participants
3. Maximum of 6 hours livestreaming per instance
4. Provision for two rehearsal/technical run on separate days for maximum of 4 hours
5. Livestreaming PC Package
 - a. Streaming PC x 1
 - b. Stream Assist PC x 2
 - c. Platform Operation PC x 1
 - d. Monitoring PC x 1
6. Livestream Technical Crew
 - a. Stream Operator x 1
 - b. Zoom Operator x 1
 - c. Technical Assistants x 2
7. Basic Broadcasting Software
8. 2 sets of Livestreaming Creative Asset Designs
 - a. Countdown x 1
 - b. Lower Thirds Template x 1
 - c. Standby Loop x 1
 - d. Background Overlay templates:
 - i. for 1 video screen
 - ii. for 2 video screens
 - iii. for presentation only
 - iv. for presentation with 1 video screen
9. Provision for 14 recording instances for speakers and lectures, scheduled in maximum of 7 days.
 - 7 speakers x 2 events

Notes:

1. Price quoted do not include PPE gear, covid tests, or any additional costs project may incur for any upcoming guidelines set by the government or company administrators due to the COVID situation and in relation thereof; unless otherwise stated in the inclusions.
2. Advanced graphical needs (virtual set, fancy obb graphics) are additional.
3. On site set-up requirements and logistics are additional.

Note: Additional customizations and features subject to addendum

Payment terms: 50% downpayment is required to begin production. Balance upon turnover of post event analytics.

		Subtotal (without VAT)	882,200.00
		Add: VAT	12% 105,864.00
		TOTAL Project Cost Estimate with VAT	988,064.00
Waveplay Interactive Inc		Client	
Prepared By:	Sharon Ong	Authorized Signatory:	Undersecretary Felix William Fuentes
Approved By:		<i>In behalf of the company I am representing, I am authorizing Waveplay Interactive, Inc. to proceed with the necessary disbursements needed in the preparations for the delivery and implementation of the above-mentioned event/project without exceeding the TOTAL CE amount.</i>	
Date:	29/09/2023	Date:	

CONTRACT NO.:2023-0101-0234-0306-0082

TERMS & CONDITIONS

Food for staff c/o client. For our of town events, client will take care of logistics, accommodations, and food, unless otherwise agreed upon.

Payment Terms:

- This document serves as a contract between CLIENT & Waveplay Interactive, Inc. once signed and conformed by both parties. CHECK PAYMENTS must be paid to WAVEPLAY INTERACTIVE Inc.
- Unless agreed upon with the authorized client representative, a non-refundable Down Payment of 50% of the TOTAL PROJECT CE is payable to confirm reservation; Balance Payment of the TOTAL PROJECT CE is payable right after the implementation of the activity.

Cancellation | Termination Of Project:

- **15-45 Days Before Delivery Date** – Waveplay Interactive, Inc. will charge the client 50% of the TOTAL PROJECT CE OR the total fixed costs plus variable costs incurred including but not limited to man hours spent, material purchases, and other expenditures from the start of the project; whichever is higher of the two.
- **1-14 Days Before Delivery Date** – Waveplay Interactive, Inc. will charge the client 75% of the TOTAL PROJECT CE OR the total fixed costs plus variable costs incurred including but not limited to man hours spent, material purchases, and other expenditures from the start of the project; whichever is higher of the two.
- **Date of Delivery or Setup** – Waveplay Interactive, Inc. will charge the client 100% of the TOTAL PROJECT CE.
- **Force Majeure** – In the event that the event/project cannot be implemented because of "fortuitous events" or "force majeure" defined as situations which are beyond the control of any of the parties such as public disorder, labor/transport strikes, epidemics, accidents and other calamities that would render it impossible for the parties to perform their respective obligations without risk or danger to themselves or their properties, the parties agree to reset and reschedule the said event/project to a date convenient to both parties within 3 days from the original date that was cancelled; Additional costs due to the rescheduling will be for the account of the client. If however, the client decides not to reschedule, condition mentioned above for "Cancellation | Termination Of Project 1-14 Days Before Event Date" will apply. Parties agree that in case the event/project is cancelled by the client for reasons other than "fortuitous events" or "force majeure", conditions mentioned above under "Cancellation | Termination" will apply.

Changes In Scope Of Work:

- Revisions in scope of work should be transmitted to Waveplay Interactive, Inc. through a written notification duly acknowledged by both parties. Changes or revisions will be charged accordingly.