



DEPARTMENT OF ENERGY

QUINTUPLICATE

Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig

PURCHASE ORDER

PMU/OP-17 27 October 2023 Rev. 2

PR No. 02-0101-2023-09-0431

Supplier : RED ROOT ARTISTS AND ARTISANS MULTI-PURPOSE COOPERATIVE INC. P.O. No. : 1031-17-426
 Address : 81-B Mapagkawangawa St., Teacher's Village East, Quezon City Date : 11-Dec-2023
 TIN : _____ Mode of Procurement : ALMP NP 23-1

Gentlemen: MR. MARK CRISTHIAN VILLARIN
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : DEPARTMENT OF ENERGY, Energy Center, Rizal Dr., BSC, Taguig City Delivery Term : _____
 Date of Delivery : _____ Payment Term : _____

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>PROCUREMENT OF SERVICES FOR THE PRODUCTION OF AUDIO-VISUAL PRESENTATIONS AND OTHER MULTIMEDIA MATERIALS, AND CONCEPT, LAYOUT FOR THE ENERGY VIRTUAL ONE STOP SHOP (EVOSSE)</p> <p>Scope of Works: Creatives - a. Script and Storyboard (Concept, Treatment, and Storyline for each AVP is based on alignment meetings between the DOE and the Service Provider) b. Over-all Direction c. Art Direction d. Graphics and animation e. Full production of original musical score for all AVPs including rearrangements for edit down versions Production Staff - a. Over-all Director b. Writers / Copywriters c. Directors of Photography d. Producers e. Production Manager f. Editors g. Graphic Artists / Animators h. Production Assistants i. Lighting Director j. Sound Technician k. Technical Support Staff Technical Facilities a. Full HD / Broadcast Quality equipment b. Cameras (including drones and action cameras) - should set-up 3 cameras when shooting testimonials to capture all angles c. Lights d. Tripods and gimbals e. Field and studio microphones f. Dollies and cranes g. Post-production facilities h. Audio recording studio Talents a. Voice-over talents (should use human talent and not AI-generated) b. On-camera talents if necessary (selection must be mutually agreed)</p> <p>Other Terms and General Conditions: - as stated in the Request for Quotation (RFQ-02-0101-2023-09-0431-1111-0213)</p> <p><i>*Subject to deduction of allowed government taxes for 2024</i></p>			
TOTAL AMOUNT ₱138,000.00					

(Total Amount in Words) Four Hundred Thirty Thousand Pesos only

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 on the underdelivered item/s.

Conforme: _____ Very Truly yours: _____
RONA MAE DRILLA FELIX WILLIAM FUENTESELLA
 Signature over Printed Name of Supplier Signature over Printed Name of Authorized Official
January 9, 2024 _____
 Date Designation

Fund Cluster : _____ ORS/BURS No. : _____
 Funds Available : _____ Date of the ORS/BURS: _____
 _____ Amount : _____
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

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