



ASTI – FM 03-17
 REV 0 / 02 April 2018

PURCHASE ORDER

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| Supplier: Business Unusual Media Solutions Inc. | PO No.: DATOS-19-05-0006 |
| Address: One Global Place 25th Street, 5th Avenue, Bonifacio Global City, Taguig City | PO Date: May 07, 2019 |
| TIN: 006-789-608-000 | Mode of Procurement: NP: Small Value Procurement |

Gentleman:

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

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| Place of Delivery: ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101 | Delivery Term: Per end-user's schedule |
| Date of Delivery: _____ | Payment Term: Government Terms |
| Warranty Term: _____ | |

| Stock / Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|----------------------|------|--|----------|-------------|-------------|
| 1 | lot | Design, Production, and Supply of Information Video for the Remote Sensing and Data Science: DATOS Help Desk (DATOS Project) | 1 | ₱298,000.00 | ₱298,000.00 |
| | | <p>The supplier shall produce a 3-5 minute informational video.</p> <p>I. The video content should:</p> <ol style="list-style-type: none"> 1. Include a comprehensive and detailed discussion about the DATOS Project, including relevant activities and outputs, products, processes, and services. 2. Acknowledge the agencies and relevant teams that support the development of the DATOS Project. 3. Include interviews from key people involved in the project (e.g., Doc Joel, stakeholders/clients). <p>II. Scope of work</p> <ol style="list-style-type: none"> 1. The supplier shall stick with the approved script and storyboard. 2. The supplier is required to attend scheduled storyboard meetings before the production of the video material. 3. The supplier should at least research on the technicalities of the DATOS Project to aid in their graphics and/or animation requirements. 4. The supplier should consult with the DATOS team on all production processes. 5. The supplier shall provide all the needed equipment from pre-production up to post-processing of the video output. 6. The supplier will handle all post-production requirements especially graphics and animations, but with necessary consultation with the DATOS team. 7. The supplier should provide the voice-over script, subject to DATOS team's approval. 8. The DATOS team will provide the list of interviewees including their full details and contact numbers. 9. The DATOS team will provide the person who will do the voice-over. 10. The DATOS team will monitor and direct all the interviews needed for the video material. <p>A. Video Resolution</p> <ul style="list-style-type: none"> • In Full HD Quality: 1920 x 1080 or otherwise discussed between the parties • Video format shall be in MP4/AVI/MKV • Supplier shall submit all the raw and project files related in producing the video | | | |

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|--------------------------------|--|---------------|--------------------|
| | <p>• DATOS team will provide all the necessary information about the project and people but the supplier will be in-charge of organizing the clips.</p> <p>B. Creation of Story Board • The DATOS Team will create the storyboard but the supplier should attend ALL scheduled storyboard meetings to provide their own comments and ideas for the improvement and development of the video material. • The DATOS team will decide on the concept and narrative of the story</p> <p>C. Equipment The supplier shall provide all the necessary equipment including, but not limited to cameras, lights, microphones, voice-over recording equipment, tripods, stands, etc.</p> <p>D. Background Music The supplier shall provide up to three (3) sample music background to be approved by the DATOS team.</p> <p>E. Additional Frames and Revisions Three (3) rounds of major revisions, such as creating different animations and reshoots shall be allowed after the initial video draft is submitted.</p> <p>NOTE: Minor revisions such as typos do not count against the number of major revisions and should be rectified immediately as necessary.</p> <p>F. Meetings Meetings (such as storyboarding and script reading/editing) shall be conducted in ASTI's office.</p> <p>G. Timetable The supplier shall submit a detailed timetable of the project deliverables. Final video output shall be submitted within 60 days after the "Notice to Proceed (NTP)" is released.</p> <p>H. Submissions The supplier shall submit the following: 1. Detailed timetable for the creation of the video material including pre and post productions 2. Raw and project files used in the production of the video 3. Video output with English and Filipino subtitles</p> <p>I. Payment Terms - 20% of the total payment shall be processed after the submission of the H.1, H.2, and H.3. - The remaining 80% shall be processed upon the successful completion of the project.</p> <p>Notes: - Participating bidders/suppliers are required to submit the following: A. Sample work(s)/output(s) for: 1. Tech/for a tech-related client 2. Government client B. Customer Satisfaction Rating from: 1. Private client; and 2. Government client. - Award of contract shall be communicated by the agency's procurement team. - Price inclusive of government fees, taxes and duties.</p> | | |
| | | TOTAL: | ₱298,000.00 |
| (Total Amount in Words) | Two Hundred Ninety-Eight Thousand Pesos | | |

The contract price is inclusive of taxes and other fees or charges. 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 undelivered item/s. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DOST-ASTI may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances and in accordance with the provisions of the latest implementing rules and regulations of RA 9184.

Conforme:

Very Truly Yours,

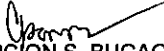
JOEL JOSEPH S. MARCIANO, JR., Ph.D.

pm

Acting Director

(Signature over Printed Name of Supplier)

(Date)

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| Fund Cluster: | <u>07</u> | ORS / BURS No.: | <u>072026012019-05-000163</u> |
| Funds Available: | <u>P 292,000.00</u> | ORS / BURS Date: | <u>May 16, 2019</u> |
| | | Amount: | <u>P 292,000.00</u> |
|  GAY CONCEPCION S. BUGAGAO Accountant III | | | |



07 May 2019

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. SHIELA MAY GULANDRINA
 Authorized Representative
Business Unusual Media Solutions Inc.
 One Global Place 25th Street
 5th Avenue, Bonifacio Global City
 Taguig City

Dear Ms. Gulandrina,

This Notice to Proceed is hereby issued for the following contract details:

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| Contract Name | : Design, Production, and Supply of Information Video for the Remote Sensing and Data Science: DATOS Help Desk (DATOS Project) |
| Purchase Request No. | : DATOS-19-03-7432 |
| Purchase / Work Order No. | : DATOS-19-05-0006 |
| Total Contract Price | : Php 298,000.00 |
| (inclusive of taxes, import duties and all other charges or fees) | |
| Total Contract Price in Words | : Two Hundred Ninety Eight Thousand Pesos |

Upon issuance of this Notice, your company, **Business Unusual Media Solutions Inc.** is hereby directed to commence the delivery of items and/or performance of services stipulated in the said Purchase Order which shall become due and demandable in accordance with the delivery schedule stipulated therein.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,


JOEL JOSEPH S. MARCIANO, JR., Ph.D.
 Acting Director

DATE OF ISSUANCE:

RECEIVED BY:

 Signature over Printed Name

 Date and Time