

City Government of Baguio

Purchase Order

Supplier: EIMAJ EVENTS PLANNING AND COORDINATION SERVICES Address: N/A E-mail Address: N/A Telephone No.: N/A TIN: N/A	P.O No.:5424 Date: 2/4/2022 Mode of Procurement: Price Verification 113
---	---

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

Place of Delivery: **City General Services Office: Baguio City**

Delivery Term: December 1 & 31, 2021

Date of Delivery: Please input delivery date

Payment Term: Please input payment term

Receipt of Purchase Order

Item	QTY	Unit	Description	Unit Cost	Amount
1	1	Lot	Production Services on 12/1 & 12/31 c/o ADMIN	890,000.00	890,000.00
	1	lot	Production Services Company - DESCRIPTION: A. Program design and Operations Plan ; B. Resource inventory as to manpower and other agency assistances; C. Schematic program and venue plans; D. Provision of all technical equipment and other equipment as necessitated by the Program such as but not limited to: Sound System, Lights; E. Preparation, set-up and decoration of all program and event venues; F. Identify and Provide Technical Equipment and other logistics including live coverage and streaming; G. Provide performers for both the events, namely Christmas in Baguio Opening and the New Year's Countdown; I. Provide fireworks display for the New year's countdown; J. Social Media Promotions; K Identify and employ the services of all personnel required for the program namely: • Production Director, to manage the operation workflow, quality, and schedule adherence; • Tech Director- responsible for technical specifications; • Floor Manager- responsible for giving information from the director in the control room, to the crew on the studio floor, and then back to the director; • Stage Manager- has overall responsibility for stage management and the smooth execution; • Production Coordinators- start work during pre-production. They set up the production office, organizing equipment, supplies and staff; • Script Writers- write and develop flow of the event for Host and includes timeline for Prod Team; • Personal Assistants- provide support directly to senior staff Create a Christmas jingle for the City's Yuletide Celebration; • Write lyrics for a Christmas Jingle appropriate and in representation of Baguio City and the season; • Create the Instrumentation melody for the Christmas Jingle; • Form a band to perform the said jingle during the Opening of the Christmas in Baguio Activities on December 1, 2021 - 1 c/o ADMIN	890,000.00	890,000.00
			Note:	GRAND TOTAL	890,000.00

(Total Amount In Words)

Eight hundred Ninety Thousand Pesos and 00/100

In case of Failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed

This is to certify that I have
TERMS and CONDITIONS as contained at the
back of this Purchase Order and I concur with all
Conforme:

Very Truly yours

BENJAMIN B. MAGALONG
CITY MAYOR

Signature over printed name of Supplier

JAMIE LYN ANEZA

Date