

City Government of Baguio

Purchase Order

POSTING

Supplier: FARA MARTIA P. MANUEL Address: n/a E-mail Address: n/a Telephone No.: n/a TIN: n/a	P.O No.:4548 Date: 8/24/2021 Mode of Procurement: Direct Contract 0
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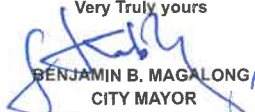
Gentlemen: **Please furnish this office the following articles subject to the terms and conditions contained herein.**
 Place of Delivery: **City General Services Office: Baguio City**
 Delivery Term: September 1, 2021
 Date of Delivery: Please input delivery date
 Payment Term: Please input payment term
Receipt of Purchase Order

Item	QTY	Unit	Description	Unit Cost	Amount
1	1	Lot	Graphic ARTist-Fara MANuel c/o cADMO	50,000.00	50,000.00
	1	lot	Artist Honorarium - Graphic Artist for Baguio city Re-Branding Workshop Description: A. Visually translate the finalized branding concept and its variation in different form of media; B. Person in-charge of Conceptual development and Design execution of a brand or logotype for the City of Baguio that adheres to branding principles and design standards; C. The Graphic artist shall provide necessary design recommendations and advice for the proper use of logotype in various formats; D. The design shall be developed using a vector design application – Adobe Illustrator, that makes the format scale-able without sacrificing clarity; E. The Graphic artist shall provide the office with copies of the raw file formats in .AI (Adobe Illustrator File) and .PNG and .JPEG for the logotype and variants ready for use in specific applications; F. The output for the workshop shall be the working concept for the design and creation of the new brand of Baguio city resulting from the brainstorming and deliberation of participants in attendance; G. The output of the graphics design shall be digital graphics of a brand design of an artistic slogan/logo/seal or promotional banner (printable and may be incorporated in any digital or printed design); H. The design and development of Baguio's logotype encompass period: April to August of 2021 and shall end on the day of the launch – September 1, 2021. I. Time Table for Completion of the Graphic Design Creation: April to August, 2021 J. Launching of the Design: September 1, 2021 - 1 c/o ADMIN	50,000.00	50,000.00
			Note:	GRAND TOTAL	50,000.00

(Total Amount In Words) **Fifty 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

Fara Martia P. Manuel
 Date

CITY GENERAL SERVICES OFFICE
RELEASED
 8-24-2021
 RP

077-071-577