

**MEMORANDUM OF AGREEMENT
BETWEEN THE DEPARTMENT OF FOREIGN AFFAIRS (DFA)
AND TEN O FIVE PRODUCTIONS INC.**

KNOW ALL MEN BY THESE PRESENTS:

This Agreement is made and entered into this ____ day of June, 2022 in the City of Pasay and between:

20 JUN 2022

THE DEPARTMENT OF FOREIGN AFFAIRS (DFA), a National Government Agency with office address at 2330 Roxas Blvd., Pasay City, represented by **MS. MA. THERESA P. LAZARO**, Alternate Head of Procuring Entity (HOPE) and Acting Undersecretary for Bilateral Relations and ASEAN Affairs, hereinafter referred to as the **FIRST PARTY**;

- and -

TEN O FIVE PRODUCTIONS INC., a duly registered and incorporated **corporation**, with office address at No. 17 Jakarta St., BF Homes, Paranaque City, represented herein by **MR. JOSEPH LAURENT G. ALCASABAS**, its President, whose authority is evidenced by a Board Secretary's Certification dated 26 May 2022 (Annex "A"), hereinafter referred to as the **SECOND PARTY**;

Collectively referred to herein as the **Parties**.

WITNESSETH

WHEREAS, in observance of the imposed COVID-19 preventive measures and protocols, the **First Party** will conduct its 124th DFA Founding Anniversary program in a hybrid format on 23 June 2022 at the First Floor, Bulwagang Apolinario Mabini, DFA Main Building. For the purposes of this Agreement, hybrid format or hybrid event is the combination of live streamed and pre-recorded events with in-person and digital elements in the conduct of an activity designed to enjoin the participation of the **First Party's** officers and staff assigned in the Consular Offices (COs), Foreign Service Posts (FSPs), as well as those detailed in other offices;

WHEREAS, the **First Party** requires an event production service provider ("Service Provider") to render technical expertise and service, and rented equipment for the two-hour conduct of the 124th DFA Founding Anniversary celebration, and related-activities;

WHEREAS, upon the recommendation of the Bids and Awards Committee (BAC) of the **First Party** as provided in BAC Resolution No. NTC-110-22 dated 20 June 2022 (Annex "B") and made an integral part thereof, the **First Party** awarded the Memorandum of Agreement of the **Second Party**. Further, a copy of the Notice of Award is attached herewith (Annex "C") and made integral part thereof;

NOW, THEREFORE, for and in consideration of the foregoing premises and subject to the terms and conditions set forth herein, the Parties have agreed as follows:

ARTICLE I PURPOSE OF THE AGREEMENT

- A. This Agreement is entered into by and between Parties to provide the basis for their joint and cooperative undertakings in connection with the conduct of the hybrid format of the program of the 124th DFA Founding Anniversary celebration.
- B. The following are annexed to and made an integral part of this Agreement and references to these documents shall be deemed to refer to the ones duly annexed:
1. Annex D - PHILGEPS Platinum Certificate;
 2. Annex E-1 - Certificate of Availability of Funds
(Production, Lights and Sound System, and Design);
Annex E-2 - Certificate of Availability of Funds
(Contingency Funds or Incidental Expenses);
 3. Annex F - Technical Specifications of the Project;
 4. Annex G - Second Party's Proposal;
 5. Annex H - Mayor's Permit of the Second Party;
 6. Annex I - 2022 Supplemental Project Procurement Management Plan; and
 7. Annex J - Statement of Ongoing And Completed Projects- Events & Video.

ARTICLE II ROLES AND RESPONSIBILITIES

1. The **First Party** shall perform the following tasks:
 - a. Provide administrative and logistical support;
 - b. Present the concept of the event and program flow;
 - c. Manage and supervise the Department's official YouTube account during the technical-runs and event itself;
 - d. Schedule the coordination and alignment meetings, as and when needed;
 - e. Instruct and guide the **Second Party** on the submission of documents needed by the **First Party**; and
 - f. Process the payment immediately after the commencement of the event, and settle the contract price in accordance with the Articles IV and V of this Agreement.

2. The **Second Party** shall provide the sufficient and appropriate technical and skills requirements to undertake the following activities for the live streaming and event documentation of the program of the 124th DFA Founding Anniversary celebration, and as set forth in Annex F (Technical Specifications of the project):
 - a. Recording (with teleprompter) of messages and professional editing of video messages of DFA Senior Officials;
 - b. Event documentation, including photo coverage and photo booth with 8 feet by 10 feet photo wall and 200 photo prints;
 - c. Videography equipment (3 camera system setup)
 - d. Video broadcasting and live streaming equipment and accessories, applications and softwares;
 - e. Sound system;

- f. Light system;
 - g. Support equipment, which includes Presidential and in-camera teleprompters on the day of the event, and back-up internet;
 - h. Professional technical support staff;
 - i. Events management; and
 - j. Two (2) technical runs.
3. The **Second Party** shall install the equipment within six (6) hours before the scheduled technical-run. On the day of the program, the **Second Party** should be at the DFA premises within six (6) hours before the start of the program.
 4. The **Second Party** shall undertake to provide the **First Party** with the following, as final output of the Service rendered:
 - a. Digital files of the raw/unedited photos and videos of the event;
 - b. Digital photos taken at the photo booth;
 - c. Digital photos taken during the event;
 - d. Digital files of the edited and raw/unedited videos of the pre-recorded messages of **First Party's** senior officials;
 - e. Edited and raw/unedited digital files of the hybrid event;
 - f. Digital files of the aerial shots;
 - g. All other videos and photos taken in relation to this Agreement.
 5. Should there be changes in the schedule, the **First Party** shall inform the **Second Party** within one (1) working day from the date of the activity.

ARTICLE III FEES AND PAYMENT SCHEDULE

1. For and in consideration of the services rendered, and to the satisfaction of the **First Party**, the latter shall pay **Four Hundred Thousand (Php 400,000.00) (Contract Price) inclusive of all applicable taxes, fees, licenses, permits and other lawful charges** for the fulfillment of the obligation, to the **Second Party**.
2. The Contract Price shall be payable after the completion of the event. Payment shall be made in accordance with applicable regulations for government payment of obligations upon submission of the **Second Party** of complete supporting documents to the Human Resources Management Office (HRMO) and through List of Due and Demandable Accounts Payable (LDDAP).

ARTICLE IV MODE OF PAYMENT

1. Payment of the Contract Price shall be made within sixty (60) days from receipt of the invoice and complete supporting documents for payment by the **First Party**, through LDDAP made payable to "Ten O Five Productions Inc" through the following bank details:

Account Name: TEN O FIVE PRODUCTIONS INC
Savings Account Number: 3831-0050-16

Bank/Branch: Landbank of the Philippines/Alabang Business Center

2. The **Second Party** shall issue an official receipt for the payment made by the **First Party**. All payments shall be in accord with government audit and accounting laws, rules and regulations.

ARTICLE V CONFIDENTIALITY

1. **Work Product.** The work product of the Second Party shall mean any and all tangible products, data, reports, information recorded by whatever means, documents, written materials, and any and all other work products, or any portion thereof, including drafts, prepared, generated, or provided by the Second Party in connection with the Second Party's performance of its obligations under this Agreement.
2. **Non-Public Information.** For purposes of this Agreement, all information that the First Party, its officers, assigns, or persons related therewith, provides to the Second Party; all information pertaining to the services performed by the Second Party; and all information regarding the First Party, its officers, employees and participants, including, without limitation, the identity of persons, shall be deemed and treated as strictly confidential, non-public information unless and until the First Party specifically authorizes the Second Party expressly in writing that any such information may be treated as public or as required by law, and only with the First Party's prior consent. The Second Party shall have no authority to disclose Non-Public Information to anyone in perpetuity, except in accordance with this section.
3. **Non-disclosure Agreement.** The Second Party shall not deliver, reveal, or report any Work Product or any Non-Public Information, obtained or created pursuant to this Agreement, to any person, corporation, or government, or any other public or private entity, without (i) express prior written permission of the First Party, or (ii) a court or administrative order requiring disclosure, provided that the Second Party shall immediately notify the First Party of any need for disclosure in writing; shall, in accordance with the First Party's direction, respond, appeal or challenge such subpoena, or court administrative order, prior to disclosure; and shall cooperate fully with the First Party in responding, appealing or challenging any such subpoena, or court or administrative order. Neither the Second Party nor its related entities shall disclose any Work Product or any non-Public Information to any person or entity, nor shall they use or allow the use of any Work Product or any Non-Public Information, to further any interest other than contemplated by this Agreement. The Second Party shall take appropriate measures to ensure the confidentiality and protection of all Work Product and all Non-Public Information and to prevent its intentional or unintentional disclosure, or its inappropriate use by the Second Party, its officers, or by its or their employees or related entities. This duty shall survive the expiration or termination of this Agreement in perpetuity.

ARTICLE VI MISCELLANEOUS PROVISIONS

1. Neither party nor any of its officers, directors, managers, employees, agents, and representatives shall be liable to the other party or any of its officers, directors, managers, employees, agents, and representatives for any loss, liability, damage or expense arising out of or in connection with the performance of any services contemplated by this Agreement, unless such loss, liability, damage or expense

shall be proven to result directly from the willful misconduct or negligence of such officer, director, manager, employee, agent, or representative.

2. Both Parties shall comply in all material respects with all applicable laws, rules, regulations, orders, and decrees of the Philippine government.
3. Any other contract or agreement entered into by Second Party and a third party for the implementation of this Agreement, shall be exclusively between such parties, to the exclusion of the First Party. Second Party warrants that it shall hold free and harmless the First Party from any and all such suits, and in no event shall it be held liable to such third parties for any special, incidental, indirect, consequential, or punitive damages relating to the conduct or completion of the activity.
4. Nothing in this Agreement is intended or shall be deemed to create any employment, partnership, agency or joint venture relationship between the parties. The parties specifically acknowledge that the Second Party is an independent contractor and not an employee of the First Party, and that the First Party is not an employee of the Second Party. It is understood that no employer-employee relationship exists between the Parties, and their respective officers, employees, and representatives.
5. The Parties warrant that they have not assigned and will not assign to any third party, by operation of law or otherwise, any cause of action, obligation, or demand of any nature whatsoever relating to any matter covered by this Agreement, without written consent of the other.
6. The Parties shall exert their best efforts to amicably resolve and settle in good faith any dispute arising out of or in relation to this Agreement through negotiations. In the event that an amicable settlement cannot be achieved within thirty (30) days from the date on which either Party has served written notice thereof on the other party, the Parties agree to settle the matter by submitting the same for arbitration in accordance with the Philippine Dispute Resolution Center, Inc.'s (PDRCI) rules and regulations. The arbitration proceedings, including all records, documents, pleadings, orders and judgments filed or rendered in pursuant thereto, shall be kept confidential. The seat and venue of arbitration shall be Pasay City, Metro Manila, Philippines. Nothing in this Agreement, however, shall prevent the First Party from applying to a Philippine court of a competent jurisdiction for provisional or interim measures or injunctive relief as may be necessary to safeguard the property or rights as may be the subject matter of the dispute, or to pursue other legal remedies available to it provided the same shall be filed in the competent courts of Pasay City only, to the exclusion of other courts.
7. The performance of this Agreement by either party is subject to acts of God, war, government regulations, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the abilities of the Parties, making it inadvisable, illegal, or impossible to perform to the terms of the agreement, hold the meeting, or provide the facility. This Agreement may be terminated or revised for any of the above reasons without incurring liability by written consent of both Parties.
8. This Agreement encapsulates the full agreement between the Parties, and any subsequent alteration, modification or amendment of this Agreement or any of its provisions shall be subject to mutual consent of both Parties and shall be made in writing.
9. Nothing in this Agreement shall be construed as a waiver by the First Party of any of its privileges and immunities under Philippine law.

IN WITNESS WHEREOF, the parties hereto have signed these presents on this _____ day of 20 JUN 2022 at the City of Pasay, Philippines.

DEPARTMENT OF FOREIGN AFFAIRS

TEN O FIVE PRODUCTIONS, INC.

BY:


MA. THERESA P. LAZARO
Alternate Head of Procuring Agency
and Acting Undersecretary

BY:


MR. JOSEPH LAURENT G. ALCASABAS
President
and Authorized Representative

Signed in the Presence of:


LYRIE E. FULGENCIO
Acting Chief Accountant
Office of Financial Management Services


CHRISTOPHER B. MONTERO
Assistant Secretary
Human Resources Management Office


Republic of the Philippines)
City of Pasay) s.s.

CITY OF MANILA

CITY OF MANILA

JUN 20 2022

BEFORE ME, a **NOTARY PUBLIC** for and in the City of Pasay, Philippines, on _____, 2022 personally appeared **MS. MA. THERESA P. LAZARO**, Acting Undersecretary of the Department of Foreign Affairs, and **MR. JOSEPH LAURENT G. ALCASABAS**, President and Authorized Representative of Ten O Five Productions Inc., known to me to be the same persons who executed the foregoing **Memorandum of Agreement between the Department of Foreign Affairs and Ten O Five Productions, Inc. for the hiring of event production for the 124th DFA Founding Anniversary**, which instrument consists of **seven (7) pages** including the page on which this Acknowledgment is written, signed by said Parties and their witnesses, and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they represent.


The Philippine Passport / Philippine Government-Issued Identification Documents of the Parties were exhibited to me, the same bearing:

Name	Gov't. ID/ CTC No.	Issued At	Issued On
Ma. Theresa P. Lazaro	PH passport D0006136A	Manila	26 May 2021
Joseph Laurent G. Alcasabas	UMID ID CRN 0033-2949204-0	N/A	N/A

Both know to me are the same persons who executed the foregoing instrument referring to a Memorandum of Agreement consisting of **seven (7) pages** including this page on which the Acknowledgement is written, and acknowledged the same to be their free and voluntary act and deed and the entities they represent.

WITNESS MY HAND AND SEAL this JUN 20 2022 day of _____ 2022.

Doc. No. 97
Page No. 20
Book No. IX
Series of 2022.


ATTY. HENRY D. ADASA
 NOTARY PUBLIC CITY OF MANILA
 NOTARIAL COMMISSION 2020-097 / 12/31/2022 Manila
 IBP NO. 178598 - 01/03/2022, PASIG
 PTE NO. 9080197 - 01/03/2022 MLA
 ROLL NO. 29679, TIN: 172-528-620
 MCLE COMPL. NO. VII-0690165 6/26/2019 Valid April 14, 2025 (32)
 URBAN DECA HOMES MANILA, B-2, UNIT 355, TONDO, MLA.



REPUBLIC OF THE PHILIPPINES
Unified Multi-Purpose ID

EMID

CRN - 0033-2848204

FAMILY NAME
ALCASABAS

FIRST NAME
JOSEPH LAURENT

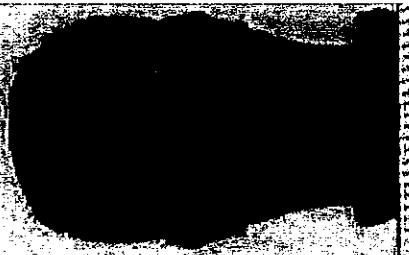
SURNAME
GUZMAN

SEX
MALE

DATE OF BIRTH
1974/10/05

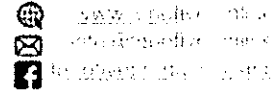
Signature

ADDRESS
7 JAKARTA BF HOMES PARANAQUE
CITY NCR PHL 1720





Events
Virtual Reality
Video Productions
Mobile Apps
Logistics



May 26, 2022

AUTHORIZED REPRESENTATIVE

I, **Dexter C. Andrada**, a duly elected and qualified Secretary of *Ten O Five Productions Inc.*, a Corporation, duly organized and existing under and by virtue of the laws of the Republic of the Philippines, DO HEREBY CERTIFY, that:

1. In a regular/special meeting of the Board of Directors of the said Corporation/Partnership/Cooperative held on *July 7, 2021*, the following Resolution was approved:

RESOLUTION NO. 003

“RESOLVED, that any of the following:

	Name of Duly Authorized Representatives	Position	With Conformity	
			Signature	Initials
1.	Joseph Laurent G. Alcasabas	President		JGA

is/are hereby duly authorized and designated in the name of the Corporation/Partnership/Cooperative/JV, to participate in the bidding of the Department of Foreign Affairs; to submit a bid, make, sign, execute, deliver and receive contracts, agreements, and any and all documents and other writings of whatever nature or kind, transact with Department of Foreign Affairs, and execute and perform any and all acts necessary for the purposes indicated herein.”

2. I hereby certify to the correctness of the foregoing resolution and that the same is existing and has not been suspended, amended, modified or revoked.

Dexter C. Andrada

Corporate Secretary

ATTACHED TRUE COPY
DEPARTMENT OF FOREIGN AFFAIRS
Human Resources Management Office

VICTOR M. CASTRO, JR.
Signing Officer

JUL 18 2022



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE

BAC Resolution No. NTC-110-22

RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 53.6 (SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES) AS ALTERNATIVE METHOD OF PROCUREMENT FOR THE HIRING OF AN EVENT PRODUCTION SERVICE PROVIDER FOR THE 2022 DFA DAY CELEBRATION

WHEREAS, the Human Resources Management Office (HRMO) intends to hire an event production service provider for the 2022 DFA Day Celebration, which will be held on 23 June 2022;

WHEREAS, the aforementioned procurement by HRMO, with an Approved Budget for the Contract (ABC) in the amount of *Four Hundred Thousand Pesos* (PhP 400,000.00) only, is included in the Department's Supplemental Annual Procurement Plan (SAPP) for CY 2022;

WHEREAS, Section 53 of the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184, otherwise known as the Government Procurement Reform Act of 2003, allows an agency to resort to Negotiated Procurement;

WHEREAS, further, Section 53.6 of the said Revised IRR can be resorted where Goods, Infrastructure Projects and Consulting Services can be contracted from a particular supplier, contractor or consultant as determined by the Head of the Procuring Entity (HOPE), for any of the following requirements: (a) Work of art; commissioned work or services of an artist for a specific artist skill, *inter alia*;

WHEREAS, Part IV, Item A, Annex "H" of the IRR allows the Procuring Entity to change the mode of procurement, if the original mode in the Annual Procurement Plan can no longer be pursued;

WHEREAS, the HRMO submitted to the Bids and Awards Committee (BAC) a single calculated and responsive quotation from **Ten O Five Productions Inc.** in the amount of *Four Hundred Thousand Pesos* (Php 400,000.00) only;

WHEREAS, the Bids and Awards Committee (BAC), after taking into consideration all relevant factors, finds that the awarding of the procurement to hire an event production service provider for the 2022 DFA Day Celebration may be done under Section 53.6 (a) of the 2016 revised IRR of R.A. 9184;

OFFICIAL TRUE COPY
OF THE RESOLUTION
Human Resources Management Office



VICTOR M. ANDRIANO
Signing Officer

NOW, THEREFORE, we, the members of the Bids and Awards Committee of the Department, RESOLVE to RECOMMEND to the Head of the Procuring Entity (HOPE) the resort to Negotiated Procurement under Section 53.6 as the alternative method of procurement for an event production service provider for the 2022 DFA Day Celebration to **Ten O Five Production Inc.**, subject to the above-mentioned requirements and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

ADOPTED, this 20th day of June 2022 at Pasay City.


NARCISO T. CASTAÑEDA
BAC Chairperson


PAUL VINCENT L. UY
BAC Vice-Chairperson

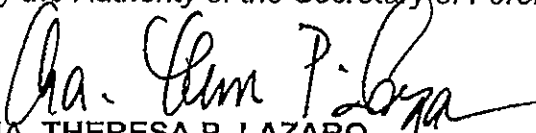

SIEGFRED T. MASANGKAY
BAC Alternate Member


JULES PATRICK A. AGUILA
BAC Alternate Member


CHRISTOPHER B. MONTERO
End-User Representative

Approved:

By the Authority of the Secretary of Foreign Affairs:


MA. THERESA P. LAZARO
Undersecretary for Bilateral
Relations and ASEAN Affairs And
Head of the Procuring Entity

CONFIRMED TRUE COPY
OF THE ORIGINAL COPY
Human Resources Management Office


VICTORINO B. BENCIO
Signing Officer

III 18 2022



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

DFA-UA-BAC-31 | Effectivity Date: 14 June 2022 | Revision: 00

NOTICE OF AWARD

20 June 2022

Sir/Madam:


Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department of Foreign Affairs (DFA) as contained in its Resolution No. **NTC-110-22**, the Department is awarding the contract on the following project/procurement to your firm, **Ten O Five Productions Inc.:**

Project Title	End-User Unit
Hiring of an Event Production Service Provider for the 2022 DFA Day Celebration	HRMO

The contract has a total cost of **Four Hundred Thousand Pesos (Php 400,000.00)** only, including taxes and other lawful charges.

This award and the implementation of the project/procurement are subject to the signing of a contract and compliance with all applicable accounting and auditing rules and regulations.

Very truly yours,


MA. THERESA P. LAZARO
 Acting Undersecretary and
 Head of the Procuring Entity

Ten O Five Productions Inc.
17 Jakarta Street, BF Homes
Paranaque City

CERTIFIED TRUE COPY
OF THE ORIGINAL
Human Resources Management Office


VICTORIA A. PICHOD
 Signing Officer

ANNEX "D"

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

**CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)**

THIS IS TO CERTIFY THAT

TEN O FIVE PRODUCTIONS INC.

17 Jakarta St., BF Homes ,
Parañaque City , Metro Manila , NCR , Philippines

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 14-Aug-2009 pursuant to Section 8.5 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.


*This further certifies that **TEN O FIVE PRODUCTIONS INC.** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof. The Procuring Entity reserves the right to verify, validate and ascertain the authenticity, completeness and truthfulness of all the submitted documents during the post-qualification process.*

This Certificate is valid until 24-Jan-2023

Issued this 31st day of December 2021.

This is a system generated certificate. No signature is required.

CERTIFIED TRUE COPY
DPM
Human Resources Management Office


VICTOR A. ARTIFICIO
Signing Officer




JUL 18 2022

REMINDERS ¹

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

CERTIFIED TRUE COPY
DEPARTMENT OF PUBLIC WORKS
Human Resources Management Office


VICTORIO
Signing Officer

JUL 18 2022

List of Eligibility Documents

of

TEN O FIVE PRODUCTIONS INC.

17 Jakarta St., BF Homes ,
Paranaque City , Metro Manila , NCR , Philippines

SEC Certificate	Registration Date : 15-Oct-2008 SEC Certificate Number : CS200816319
Mayors Permit	Expiration Date : 31-Dec-2021 Permit Number : 2009040574 Place of Issue : Paranaque City Issued By / Signatory : Atty. Melanie T. Soriano-Malaya Issuance Date : 05-Jan-2021
Tax Clearance	Expiration Date : 06-Oct-2022 TCC Number : 08B-052-10-06-R0928-2021-M Issued By / Signatory : Alicia DT. Palmaria Issuance date : 06-Oct-2021
Audited Financial Statement	Date of Filing : 26-Mar-2021 Current Asset : 215,000.00 Total Asset : 523,800.00 Current Liabilities : 505,447.00 Total Liabilities : 505,447.00 Name of Auditor : Juvy B. Sangalang BIR RDO Code : 052
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :

CERTIFIED TRUE COPY
DEPARTMENT OF ENERGY - 135
Human Resources Management Office

VICTORIA M. VICENTE
Signing Officer

JUN 18 2022

Kagawaran ng Ugnayang Panlabas



Department of Foreign Affairs

OFFICE OF FINANCIAL MANAGEMENT SERVICES

CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **FIVE HUNDRED THOUSAND PESOS ONLY (Php500,000.00)** is available to cover procurement of production lights and sound system, and designs, stage backdrop or tarpaulin and floral arrangement services relative to the conduct of 124th DFA Founding Anniversary Celebration, chargeable against **HRMO's 2022 MOOE for Representation Expenses**, pursuant to FY 2022 General Appropriations Act (GAA) (R.A. No. 11639) and subject to existing budgeting, accounting, auditing and government procurement laws, rules and regulations.

Production, Lights and Sound System, and Designs	Php	365,000.00
Stage Backdrop or Tarpaulin		35,000.00
Floral Arrangement Services		100,000.00
TOTAL	Php	500,000.00

Funds provided for the purpose will be valid up to 31 December 2022.

This Certification is issued for whatever lawful purpose it may serve.

LYRIE F. FULGENCIO

Acting Department Chief Accountant

03 - 22 - 0076

BUDGET DIVISION-CAF

28 March 2022

CERTIFIED TRUE COPY
DEPARTMENT OF FOREIGN AFFAIRS
Human Resources Management Office

VICTORIA P. ARTIFICIO
Signing Officer

29 MAR 2022



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL MANAGEMENT SERVICES

CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **TWO HUNDRED EIGHTY-FIVE THOUSAND PESOS ONLY (PhP285,000.00)** is available to expenses relative to the conduct of 124th DFA Founding Anniversary Celebration, chargeable against **HRMO's 2022 MOOE for Representation Expenses**, pursuant to FY 2022 General Appropriations Act (GAA) (R.A. No. 11639) and subject to existing budgeting, accounting, auditing and government procurement laws, rules and regulations.

Contingency Funds/Incidental Expenses	Php	200,000.00
Legal Services		10,000.00
Performance Fees		75,000.00
TOTAL	Php	285,000.00

Funds provided for the purpose will be valid up to 31 December 2022.

This Certification is issued for whatever lawful purpose it may serve.


LYRIE F. FULGENCIO

Acting Department Chief Accountant

06 - 22 - 0057

BUDGET DIVISION-CAF
17 June 2022

This supersedes previously issued CAF No. 03-22-0071 and CAF No. 03-22-0075 dated 28 March 2022.

CERTIFIED TRUE COPY
DEPARTMENT OF FOREIGN AFFAIRS
Human Resources Management Office

2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 834 - 4000
www.dfa.gov.ph


VICTORIA P. ARTIFICIO
Signing Officer

JUL 07 2022

TECHNICAL SPECIFICATIONS

Hiring of Event Production Service Provider

I.	<p>BACKGROUND:</p> <p>In celebration of the 124th Foundation Anniversary of the Department of Foreign Affairs (DFA) tentatively scheduled on Thursday, 23 June 2022, HRMO shall procure the services of an event production service provider.</p>
II.	<p>OBJECTIVE</p> <p>To provide event production services inclusive of: 1) photography and videography equipment and services; 2) complete lights and sound system; and 3) applicable software, application, and equipment suited for a live streamed event.</p>
III.	<p>BUDGET</p> <p>The Approved Budget for the Contract (ABC) is Four Hundred Thousand Pesos (Php 400,000.00), inclusive of taxes, professional and rental of equipment fees, and other fees.</p>
IV.	<p>VENUE</p> <p>Bulwagang Apolinario Mabini, 1F Department of Foreign Affairs Home Office Building 2330 Roxas Boulevard, Pasay City</p>
V.	<p>SCOPE OF WORK</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> 1. Provide videographers with complete videography equipment to be used for video recording and live streaming of the event; 2. Supply complete lights and sounds system with at least four (4) operator-technicians to oversee the use of the equipment; 3. Designate a production director to oversee the smooth flow of the event. The production manager shall closely coordinate with DFA Organizing Committee; 4. Set up the light equipment at least six (6) hours before the scheduled technical-run until the actual event. The end-user shall provide the schedule of the technical-runs to the Contractor once available; 5. Designate at least six (6) technical support staff during the technical-runs and actual event; and 6. Dismantle and collect the videography equipment and lights and sound system after the event.

VI.

TECHNICAL SPECIFICATIONS

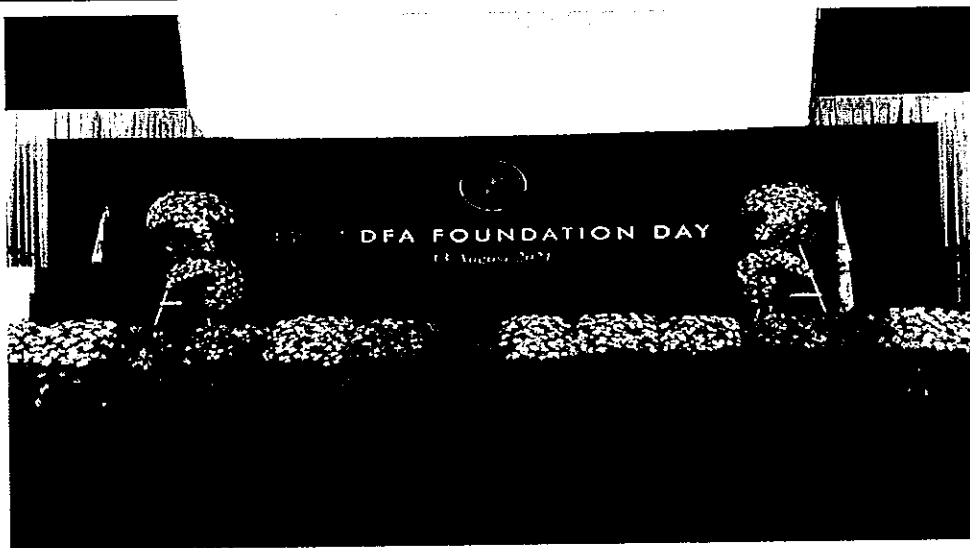
The Contractor shall provide at the **minimum** the following equipment for the live streaming and event documentation of the 124th DFA Founding Anniversary program:

Item No.	Article / Description
1.	Recording (with teleprompter) of messages and professional editing of DFA Senior officials.
2.	Event documentation <ul style="list-style-type: none"> ● Photo coverage ● Photo booth with 8 feet by 10 feet photo wall and 200 printed photos
3.	Videography equipment, with the following minimum requirements: <ul style="list-style-type: none"> a. Three (3) Camera System Setup , with the following minimum specifications: <ul style="list-style-type: none"> ● Pixels: 15mp (FHD), 8.71 mp (UHD/59/94p), 12.89 mp (UHD/29.97p), 13.35 mp (4K/24p) ● Lens: optical image stabilizer lens, motorized/manual mode switching, 13x zoom; 35mm equivalent: 28.0 mm to 365.3.mm (FHD) ● Filter Diameter: 72mm ● Shortest shooting distance (M.O.D.): approx. 1.0 m from the front lens ● Shutter speed: 59.94 Hz ● With SDI/Video/HDMI output and cables ● With noise reduction microphone ● With power source and accessories b. Laptop c. On-stage-LED visual output d. Black cloth for the skirting of the stage
4.	Video broadcasting and live streaming equipment and accessories, applications and softwares.
5.	Sound system suited to the event, with the following minimum specifications: <ul style="list-style-type: none"> ● Active Speakers ● Subwoofers ● Audio Mixer ● Microphones <ul style="list-style-type: none"> - Wireless microphones - Wired microphones

	<ul style="list-style-type: none"> - Lot of wires and cables - Microphone stands - Batteries • Laptop for playback
6.	<p>Light system suited to the venue, such as the following:</p> <ul style="list-style-type: none"> • Amber white light • LED PAR 5 watts RGB light • Moving head light • Light tower • DMX Controller • Other light equipment and accessories
7.	<p>Support equipment:</p> <ul style="list-style-type: none"> • Presidential and in-camera teleprompter on the day of the event; and • Back-up internet.
8.	Professional technical support staff
9.	Events management
10.	Two (2) technical runs

Additional requirements:

1. The Contractor shall provide sufficient technical support staff for video equipment, and light and sound systems during the technical-runs and actual date of the event. The technical support staff during the technical run and actual event should be well-trained with the required skills and with adequate and bankable experience in the industry.
2. The Contractor may propose other equipment/items that it may deem necessary for the project.
3. The Contractor shall work with the DFA Organizing Committee for the pre-recording of messages to be used in the program.
4. Below is a photo of the venue/stage to be used during the event, for reference:



Before the Technical-Run (Set-up) :

The Contractor shall guarantee to perform and provide the following:

1. Set up the production video equipment and light system within six (6) hours the scheduled technical-run;
2. Vehicles and personnel, including equipment and supplies, shall enter through the DFA Main Building Gate 2 (Roberts Street). The Contractor should submit its list of personnel with IDs, equipment, supplies, and vehicle car plate number/s that will be used at the venue; and
3. Designate a coordinator who shall coordinate with the DFA Day Organizing Committee.

During Technical-Runs:

1. Coordinate with the DFA Organizing Committee on the program flow;
2. Study the appropriate light effect for the event. The technicians should make suggestions/comments to the Organizing Committee on the proper light and sound calibration to be used during the event;
3. Should be able to take note of the comments and suggestions of the Organizing Committee and adopt the same as appropriate; and
4. Provide sufficient technical support staff during the technical-runs and actual event (preferably the same group of personnel).

During the Event

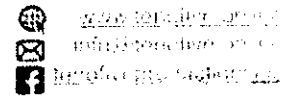
1. Ensure that the technical support staff are at the DFA premises at least six (6) hours before the event;

	<ol style="list-style-type: none"> 2. Ensure smooth program flow and hassle-free operation of the video equipment, applications and software; and lights and sound systems during the entire duration of the event; 3. Ensure that their personnel wear their company IDs while inside the DFA premises; 4. Dismantle the production equipment used, including but not limited to and clean up the venue after the event; and 5. Submit a Statement of Account/Billing Invoice and Provisional Receipt to the PRAISE Secretariat.
VII.	<p>SCHEDULE OF REQUIREMENTS</p> <p>The Contractor shall abide by any changes in the schedule to be conveyed by the End-User within one (1) working day from the date of the activity.</p>
X.	<p>CONFIDENTIALITY CLAUSE</p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement, to be submitted to the Department prior to the commencement of the service.</p>
XI.	<p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 1. Send Bill arrangement based on government terms. 2. Payment shall be within sixty (60) working days upon the Contractor's submission of the sales invoice and complete supporting documents, and audited by the DFA Office of Financial Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP). 3. All payments shall be inclusive of all applicable taxes and other lawful charges.
XII.	<p>CONTRACTOR'S DOCUMENTARY REQUIREMENTS</p> <p>The Contractor should submit the following requirements:</p> <ol style="list-style-type: none"> 1. Copy of valid PhilGeps Registration; 2. Copy of valid Mayor's Permit / Business Permit; and 3. Other documents relevant to the payment of the services rendered.
XIII.	<p>PENALTY CLAUSE</p> <p>If the quality of the services, including but not limited to videography, lights, and sounds, during the event are observed to be inferior, DFA reserves the right to file a complaint against the Contractor with the concerned government agency.</p>



Events
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ANNEX 'G'



June 9, 2022

Department of Foreign Affairs
2330 Roxas Boulevard, Pasay City

Dear Sir/Madam;

We are pleased to submit to you our quotation for your event on June 23, 2022.
Kindly see details below;

Scope of Work:

1. VTRs of 6 senior officials, 5-15mins per VTR
2. Photo Coverage (Photowall 1-3pm)
3. Sound System Rental
4. Lights Rental
5. Close Circuit Video – 3 camera
6. Live Streaming setup
7. 2 Technical Runs
8. Photobooth with 200 prints with Photowall 8ftx10ft
9. Photo Documentation

Technical Specifications:

1. Camera setup for VTR shoot, photo coverage and video coverage
 - a. Sony A7III
 - b. Sony A6600
 - c. Sony A7II
 - d. Canon EOSr
 - e. Manfrotto Tripod
 - f. LED Studio Lights
 - g. Saramonic / Rode Wireless Audio
 - h. Lenses – 50mm, 24-70mm, 35mm, 17-40mm, 70-200mm, 100mm, 18-135mm, 24-105mm
 - i. Green Screen Rig
 - j. In Camera teleprompter during the VTR Shoots

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Human Resources Management Office

VICTORIA M. [Signature]
Signing Officer

JUL 18 2022

Streaming Equipment

- a. High End Editing Laptop
- b. Streamyard

2. 3 Camera System Setup for video coverage

- a. Panasonic HD Camera x 3
- b. Manfrotto Tripod x 3
- c. HD Data Video Mixer x 6 input
- d. Data Converter HD to RTP format
- e. Mobile Data Video Storage 2 TB
- f. 1 Lot HD cables, data cables

3. Audio Equipment

- a. 2 units FBT MODUS 4820
- b. 4 units FBT STAGEMAX 12AVocal (Monitor Speaker System)
- c. 2units KV2 Subwoofer system
- d. 1 unit TF5 YAMAHA digital mic mixer
- e. 1 lot DBX product Audio Processor
- f. 1 set Professional Dual CD Player and Tape Deck Playback System
- g. 1 lot SM58 Shure microphone wired
- h. 1 lot SLX Wireless Microphone
- i. 1 lot Audio Connectors/Cables for Fixtures Stated
- j. 2 units lapel mic

4. Lighting Equipment

- a. 16 units LED Par 64/3w
- b. 1 unit Satellite 6 Power pack
- c. 1 unit Theater Light Par 64 Lighting Console
- d. 1 lot Lights Connectors/ Cables/Stand for Fixtures Stated

5. Support Equipment

- a. Comset x 8pcs & Commset station
- b. Food
- c. Transportation expense
- d. On stage LED Floor Monitor

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DENISE D. DELA CRUZ, HRM-00000003
Human Resources Management Office


VICTOR M. INFICIO
Signing Officer

JUL 18 2022


Manpower

1. VTR shoot – 3 man crew to shoot
 - a. Director
 - b. Cameraman
 - c. Prod Assistant
2. Photo Team – 1 man crew
 - a. 1 Photographer
3. Video Coverage Team – 7 man crew
 - a. 3 Cameramen
 - b. Tech Director
 - c. VTR playback
 - d. Audio operator
 - e. Data Assistant
4. Live Stream – 2 man crew
 - a. Tech Operator
 - b. Stream Assistant
5. Lights & Sounds Team – 10 man crew
 - a. Sound Engineer
 - b. Lighting Engineer
 - c. 6 audio crew
6. Production Team – 8 man crew
 - a. Director,
 - b. VO talent,
 - c. Prod Manager
 - d. Script Continuity Writer
 - e. 2 Stage Manager
 - f. Backstage Manager
 - g. Prod Assistant

TOTAL PACKAGE COST Php 400,000.00 INCLUSIVE OF VAT

Should the above proposal meet your approval, kindly signify your acceptance by signing on the space provided below. If you have any questions, please do not hesitate to call us at 8985.2403.

Sincerely Yours,


Joseph Laurent G. Alcasabas
President
Ten O Five Productions Inc.

Conforme: _____



BUSINESS PERMITS & LICENSING OFFICE



ANNEX "H"

**MAYOR'S PERMIT
TO OPERATE BUSINESS**

2022

DATE ISSUED 2022-01-26

TAX YEAR 2022

This certifies that

TEN O FIVE PRODUCTIONS INC.

with registered trade name as

TEN O FIVE PRODUCTIONS INC.

with business address at

17 JAKARTA ST., BF HOMES, PARAÑAQUE CITY

has been granted a BUSINESS PERMIT to operate the following business/es under City Ordinance No. 19 - 29 as amended by 19 - 33 otherwise known as Revenue Code of the City of Parañaque, subject to the provisions of other pertinent laws, ordinances and related administrative regulations.

KIND/S OF BUSINESS/ES
CONTRACTOR - SERVICES - PROMOTERS

Area of Establishment 5.00

Total No. of Employees 6

TIN: -

SSS: -

SEC/DTI/CDA: -

Occupational Clearance No.: 09-00753
RENEWAL

SUBJECT TO INSPECTION AND REASSESSMENT. ANY VIOLATION OF LAWS, RULES AND REGULATIONS WILL RESULT TO THE REVOCATION OF THIS PERMIT

REMARKS

1. TO SUBMIT FIRE SAFETY INSPECTION CERTIFICATE ON OR BEFORE APPROVAL
2. TO SUBMIT CITY ORD. NO. 07-014 S. 2007 UNTIL DECEMBER 2022 (PESO).

**THIS PERMIT IS VALID UNTIL
12-31-2022**

BUSINESS TAX	51,917.36
MAYOR'S PERMIT FEE	5,000.00
WASTE GENERATION FEE	800.00
SANITARY PERMIT FEE	50.00
ANNUAL BUILDING FEES	120.00
ANNUAL ELECTRICAL FEES	356.00
ANNUAL PLUMBING FEES	60.00
ANNUAL SIGN FEES	72.00
ZONING FEE	125.00
INDIVIDUAL PERMIT FEE	900.00
PLATE AND STICKER	50.00
FIRE SAFETY INSPECTION CERTIFICATE	1,044.45
SANITARY INSPECTION FEE	280.00
FILING FEE	100.00
BARANGAY CLEARANCE	1,500.00
PROCESSING FEE	10.00
OR Number: 2929416	Total Amount: 62,384.81

Quarter: 1-4 Total Penalty: 0.00

OR Date: 2022-01-26 **Grand Total: 62,384.81**

IMPORTANT

Failure to renew this Business Permit/License within the prescribed period shall subject the taxpayer a twenty percent (25%) surcharge and two percent (2%) penalty per month. This permit shall be posted conspicuously at the place where the business is being conducted and shall be presented and/or surrendered to the concerned authorities upon demand. Upon closure of business, the taxpayer shall surrender this permit to the Business Permits & Licensing Office on or before the twentieth (20th) day of the following quarter to avoid penalty.



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Date: 2022-01-26
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**HON. EDWIN L. OLIVAREZ
CITY MAYOR**

FOR AND BY AUTHORITY OF THE CITY MAYOR:



**ATTY. MELANIE T. SORIANO-MALAYA
CHIEF, BPLO**

This Permit is not valid without a security seal.

BIN : 2009040574

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DEPARTMENT OF HUMAN RESOURCES MANAGEMENT OFFICE

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DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

ANNEX '1'

HUMAN RESOURCES MANAGEMENT OFFICE
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE

EXTREMELY URGENT

MEMORANDUM FOR THE UNDERSECRETARY AND HEAD OF PROCURING ENTITY (HOPE)

Through : The Assistant Secretary, OFMS
The Chairperson, BAC

From : 
CHRISTOPHER B. MONTERO
Assistant Secretary

Subject : Request for Modification and Approval of 2022 Supplemental Project Procurement Management Plan (SPPMP) (HRMO-PRAISE)

Date : 13 June 2022

With reference to HR-P-5436-2022 dated 20 April 2022, the PRAISE Secretariat requests the approval of the Head of Procuring Entity to modify funds for the procurement of the following items relative to the 124th DFA Founding Anniversary celebration on 23 June 2022. The funds will be sourced from the same Projects, Activities, and Programs (PAP), chargeable against HRMO's Representation Expenses for FY 2022 with details as follows:

Representation Expenses: Conduct of the DFA Anniversary Celebration and Conferment of the Department Level Awards and the Mabini Awards			
SOURCED ITEM:		DEFICIENT ITEM:	
Object of Expenses	Amount	Object of Expenses	Amount
Buffet Catering Services (OSEC)	Php 898,600.00	Legal Services	Php 10,000.00
		Performance Fees	Php 75,000.00
		Buffet Catering Services (OSEC)	Php 663,600.00
Production, Lights and Designs (sound system, stage backdrop, and floral arrangements)	Php 500,000.00	Production, Lights and Designs (sound system, stage backdrop, and floral arrangements)	Php 500,000.00
Breakdown of Amount: Lights and Sound System - Php 220,000.00 Stage Backdrop - Php 40,000.00 Floral Arrangement Services - Php 150,000.00 Production - P90,000			
Packed Meals - for DFA personnel (Home Office and OCA-Aseana); PRAISE TWG, Committee, and DFA Day Organizing Committee	Php 1,370,000.00	Packed Meals - for DFA personnel (Home Office and OCA-Aseana); PRAISE TWG, Committee, and DFA Day Organizing Committee	Php 1,370,000.00
Purchase of Loyalty pins,	Php 3,800,000.00	Purchase of Loyalty pins,	Php 3,800,000.00

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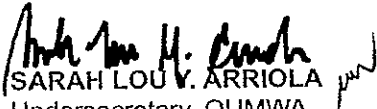
JUL 8 2022

and FALSA medals and pins		and FALSA medals and pins	
Purchase of Gawad Mabini medals and decorations	Php 500,000.00	Purchase of Gawad Mabini medals and decorations	Php 1,101,400.00
Contingency Funds / Incidental Expenses (supplies; payment for notarial services)	Php 50,000.00	Contingency Funds / Incidental Expenses	Php 200,000.00
Total:	Php 7,720,000.00	Total:	Php 7,720,000.00

Due to time constraints and changes in the conduct of the DFA Day Program based on the Secretary's preference, the PRAISE Secretariat highlights the increase in the budget allocation for Contingency Funds, as well as additional line items to cover the payment for legal services and performance fees.

Enclosed is a copy of the Revised Breakdown of HRMO's 2022 SIPMP for the DFA Day celebration.

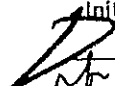
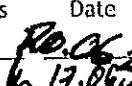

Approved Disapproved


SARAH LOU V. ARRIOLA
 Undersecretary, OUMWA
 and Head of Procuring Entity (HOPE)

HR-P-7830-2022

OFMS interposes no objection to HRMO's request for supplemental PPMP, chargeable against HRMO's FY 2022 GAA (R.A. No. 11639) MOOE, subject to existing budgetary, accounting, auditing and government procurement rules and regulations.

OFMS defers to BAC the changes/updates in the specification/details of the PPMPP/APP.

	Initials	Date
OFMS - Assec.		
OFMS - Budget		17.06.22
Ofms/bd/C/jpc/2022		17 JUN. 2022

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 Human Resources Management Office


VICTOR M. BERTIFICIO
 Signing officer

JUN 18 2022

Detailed Breakdown of PRAISE 2022 budget items

Project / Activity / Program (PAP)	Specification Details	Amount in Php	Total Amount in Php	Date of Implementation	Remarks
Product of the DFA Anniversary Celebration and the Conferment of Department Level Awards and the Mabini Awards	Catering Services	Php 663,600.00	Php 7,720,000.00	June - July 2022	Approved revised budget is Php 898,600.00. Sourced the deficit of Php 235,000.00 for the additional line items (Legal Services and Performance Expenses) and increase in the contingency funds / incidental expenses.
	Production, Lights and Designs (sound system, stage backdrop, and floral arrangements)	Php 500,000.00			Retained
	Meals for DFA personnel (Home Office and OCA-Aseana); PRAISE TWG, Committee, and DFA Day Organizing Committee	Php 1,370,000.00			Retained
	Purchase of Loyalty pins, and FALSA medals and pins	Php 3,800,000.00			Retained
	Purchase of Gawad Mabini medals and decorations	Php 1,101,400.00			Retained
	Contingency Funds / Incidental Expenses	Php 50,000.00			Increased to Php 200,000.00 from its initial budget of Php 50,000.00.
	Performance Expenses	Php 75,000.00			Additional line item sourced from the Catering Services.
	Legal Services	Php 10,000.00			Additional line item sourced from the Catering Services.

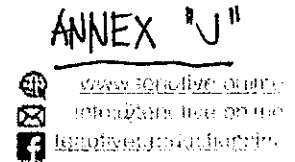
Object of Expenditure: Representation Expenses

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Events
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STATEMENT OF ONGOING AND COMPLETED PROJECTS- EVENTS & VIDEO

May 15, 2022

The following projects listed below that were completed by TenOFive Productions was multifaceted and included hybrid event management, event direction, script continuity, HD video coverage, stage design, same day editing, online streaming, and mobile application development, QR technology,

ONGOING PROJECT

GSIS - Event Organizer 85th anniversary night and Employee Night, May 27,2022

Scope of Work Expected -
 Event Management and Direction, Lighting and Audio Equipment, LED Video Wall, Stage Design, Multi Camera HD Setup, Audio Visual Presentations, Entertainment and Hosting, Venue Styling and Private wOnline streaming

JustGoLowCarb - Health and Wellness in the New Normal, June 15

Scope of Work Expected -
 Event Management and Direction, Digital Production Team, Hosting, Social Media Promotions and Online Streaming

COMPLETED PROJECT

1. *Bangko Sentral ng Pilipinas* - Employee Night and Christmas Program, December 17, 2021

Scope of Work Delivered -
 Event Management and Direction, Lighting and Audio Equipment, Multi Camera HD Camera Setup, Audio Visual Presentations, Entertainment and Hosting, Venue Styling and Private Online Streaming

2. *Tourism Promotions Board* - Virtual Event Platform for Hybrid Event Nov 13-16, 2021

Scope of Work Delivered -

Virtual Event Management, On Site Event Platform, Audio Visual Presentation, Online Streaming platform, Support staff for online and face to face participants
https://www.youtube.com/watch?v=gkv5ZWqZlgg&ab_channel=TourismPromotionsBoardPhilippines

3. *Bureau of Fisheries and Aquatic Resources* - Virtual Event and Event Management Nov 9-11

Scope of Work Delivered -

Event Management, Virtual Event Platform, Audio Visual Presentation, Online Streaming platform, Support staff for online participants,
<https://eventee.co/en/e/the-13th-philippine-shrimp-congress-10748>

4. *DTI Dubao Expo* - Virtual Event and Event Management Dec 15 2021

Scope of Work Delivered -

Virtual Event Management, On Site Event Platform, Audio Visual Presentation, Online Streaming platform, Support staff for online participants
<https://fb.watch/cJcSUxA42z/>

5. *Development Academy of the Philippines* - Smarter philippines thru data analytics training and adaptation, February 25, 2020

Scope of Work Delivered -

Event Management and Direction, 360 Wall Projection, Lighting and Audio Equipment, 4 HD Camera Setup, video content, mobile application & online streaming and live audience engagement via chat and QR Technology . The event was streamed live on the facebook page of DAP and Project SPARTA during the event. <https://www.facebook.com/watch/?v=487065155293957>
<https://www.facebook.com/projectSPARTAPH/videos/657719941655499/>

6. *Development Academy of the Philippines* - International Conference on Public Sector Productivity - Nov 14-15, 2019

Scope of Work Delivered -

Event Management, Audio Visual Presentation, Video Presentations, Lights and Sounds, Photography, LED Video Wall, and Event Styling

COMPLETED VIDEO PROJECTS -

<https://www.youtube.com/user/1005productionsinc>

1. *Habitat Show - Nido Fortified Science Discovery Center - a series of interactive videos deployed in the center that helps kids see science come to life! The set of videos was grouped according to themes and was designed to be accessible to children and gradeschool kids.*

Scope of Work Delivered -

Direction, Cinematography, Lighting, Script Development, Editing, Post Production, Color Grading, Talent Management, Technical Planning and Installation, R&D and IoT Programming

2. *Gymboree - a video primer for parents interested to join Gymboree. This fun energetic video was created to allow parents see what is the style of learning in Gymboree while at the same time discover if the center is a fit for their kids.*

Scope of Work Delivered -

Direction, Cinematography, Lighting, Script Development, Editing, Post Production, Shooting Logistics, Talent Management

3. *Galing Pilipino - a tv series on the positive side of news. A pilot episode that was shot across the country that highlighted the various types of feel good vibe from heart warming stories of individuals, NGOs, and passionate individuals that are excited to share the impact on the change they are doing.*

Scope of Work Delivered -

Direction, Cinematography, Lighting, Script Development, Editing, Post Production, Shooting Logistics, Talent Management

4. *The Stock Market - Philippine Stock Exchange's primer video for new investors. This video became a well received representation of how the stock market works. Shooting individuals to represent the types of investor classes. This video was impactful in educating the audience about investing in the stock market*

Scope of Work Delivered -
Direction, Cinematography, Lighting, Script Development, Editing, Post
Production, Shooting Logistics, Talent Management

5. *President Manuel Roxas Video - A retelling of the life of President Manuel Roxas and how it was tied intimately with the history of the Philippines. This was also the Foundation's video of their 50th year milestone*

Scope of Work Delivered -
Cinematography, Lighting, Editing, Post Production, Shooting Logistics,

6. *Zine! - Opening Billboard - A Lifestyle Magazine show that was broadcasted on Studio 23. Topics ranges from food, sports, fashion and all things in between that is relevant to the millennial viewer base.*

Scope of Work Delivered -
Directing, Cinematography, Lighting, Editing, Post Production, Shooting,

7. *Ramon Magsaysay's My Guy Redux - A story telling documentary on the life of Ramon Magsaysay from birth until his meteoric rise to the President of the Republic. This 3 part series was part of reintroducing Magsaysay to the next generation of citizen and also in celebration of his 50th death anniversary*

Scope of Work Delivered -
Direction, Cinematography, Lighting, Script Development, Editing, Post
Production, Shooting Logistics, Talent Management

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Human Resources Management Office


VICTORIA F. MATICIO
Signing Officer