

**MEMORANDUM OF AGREEMENT  
BETWEEN THE DEPARTMENT OF FOREIGN AFFAIRS  
AND ANIMATION COUNCIL OF THE PHILIPPINES**

**KNOW ALL PERSONS BY THESE PRESENTS:**

This Memorandum of Agreement (MOA) is made and entered into this 14 JUN 2024 day of \_\_\_\_\_, 2024 in Pasay City, Philippines, between:

The **DEPARTMENT OF FOREIGN AFFAIRS**, (hereinafter referred to as the "**FIRST PARTY**"), a national government agency of the Philippine Government with principal address at 2330 Roxas Blvd., Pasay City, represented by Mr. **ANTONIO A. MORALES**, Head of Procuring Entity and Undersecretary for Administration;

- and -

**ANIMATION COUNCIL OF THE PHILIPPINES**, (hereinafter referred to as the "**SECOND PARTY**"), with principal address at IBPAP Office, 5/F C2 Building, 28 St. Cor. 7th Avenue, BGC Taguig represented by its Chairman, **JUAN MIGUEL DEL ROSARIO**

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

**WITNESSETH**

**WHEREAS**, the **First Party**, through its **Office of Cultural Diplomacy**, will launch a project entitled, **Laro Play**, an animated series that will feature Philippine traditional games;

**WHEREAS**, the **First Party** obtains the services of the **Second Party** to create and produce an animated series featuring select Philippine games (i.e., *Patintero*, *Shatong/Syato*, *Tumbang Preso*, *Luksong Tinik*, *Tiyakad*, *Holen*, *Dampa*, *Sungka*, *Dama* and *Teks*), and to work on all creative aspects of the project such as development of concept, script, character designs, environment designs, storyboard, animatic and pitch deck, and other aspects of the animation process;

**WHEREAS**, upon the recommendation of the Bids and Awards Committee (BAC) of the **First Party** as provided in BAC Resolution dated 14 JUN 2024 (Annex "A") and made an integral part hereof, the **First Party** awarded the NOA to the **Second Party**. Further, a copy of the Notice of Award is attached herewith (Annex "B") and made an integral part hereof;

**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**

**Section 1.** This MOA is entered into by and between Parties to provide the basis for their joint and cooperative undertakings pursuant to the **First Party's** mandate and efforts in raising awareness about Philippines traditional games as an intangible cultural heritage and in showcasing the creativity of Filipino animators who have made a name for themselves in the field of animation.

**Section 2.** The following are annexed to and made an integral part of this MOA and references to these documents shall be deemed to refer to the ones duly annexed:

- a. Annex C – PhilGEPS Registration;
- b. Annex D – Certificate of Availability of Funds;
- c. Annex E – Business Permit;
- d. Annex F – 2024 SPPMP; and



- e. Annex G – Terms of Reference (TOR).
- f. Annex H – Production's Timetable with Technical Specifications

## ARTICLE II ROLES AND RESPONSIBILITIES

### Section 1. The **First Party** shall perform the following tasks:

- a. Provide the concept note of the project;
- b. Instruct and guide the **Second Party** on the submission of requirements;
- c. Provide administrative and coordination support for the production of the video series;
- d. Schedule the coordination and alignment meetings, as and when needed;
- e. Review and approve the deliverables of the **Second Party**, subject to its compliance to the terms and conditions of this MOA and the technical specifications under the TOR, or as may be advised by the **First Party**;
- f. Process the payments and settle the contract price for the services rendered and deliverables submitted by the **Second Party**, in accordance with Article IV of this MOA; and
- g. Release on official platforms the final visual outputs and deliverables produced by the **Second Party**.

### Section 2. The **Second Party** shall perform the following tasks:

- a. Pre-Production, Production and Post Production - The **Second Party** shall deliver the following services and materials:
  - 1. Submit the animation development deliverables, for the **First Party**'s approval, in accordance with the Timeline of Delivery under Article III of this MOA;
  - 2. Draft the script or narrative of the series, based on thorough and comprehensive research, to ensure accuracy of information;
  - 3. Create the character designs, background designs, conceptual art, pitch deck, storyboard and animatic, referred to as "Visual Development" for the following traditional Philippine games: *Patintero*, *Shatong/Syato*, *Tumbang Preso*, *Luksong Tinik*, *Tiyakad*, *Holen*, *Dampa*, *Sungka*, *Dama* and *Teks*;
  - 4. Provide the poster and video teaser of the project that will be launched on official DFA platforms;
  - 5. Ensure that the poster and video outputs related to the event are of high-quality resolution, and in accordance with the technical specifications in the TOR;
  - 6. Report to DFA, in writing, any problems encountered which may endanger or obstruct the implementation of this MOA;
  - 7. Provide the necessary personnel (i.e. key staff, production team, etc.) for the implementation of the project;
  - 8. Acquire the necessary technical equipment and software to be used in the execution of the project; and
  - 9. Submit all outputs and deliverables, in accordance with the Timeline of Delivery under Article III of this MOA, and subject to the **First Party**'s approval.
- b. Financial Obligations
  - 1. Assume all taxes, fees, expenses, and other costs arising out or as a consequence of this MOA and incurred to execute the project; and
  - 2. Submit the necessary documents for processing of payments to the **First Party** in a timely manner.
- c. Meetings and Consultations
  - 1. Attend scheduled meetings with the **First Party**.

**Section 3. Guidelines.** The Parties shall be guided by the following guidelines in implementing the project:

- a. Ensure that all materials used are faithful to the concept;
- b. Provide accurate and well-researched information on the video;
- c. Make use of modern high-quality digital technology in shooting, editing, and transferring copies;
- d. Ensure that the script and other artistic creations are original and not plagiarized or subject to intellectual property challenge or dispute; and
- e. Ensure that the final videos submitted are par excellence.

**ARTICLE III  
TIMELINE OF DELIVERY**

**Section 1.** The **Second Party** shall submit the following deliverables to the **First Party**, which shall be subject to the vetting and approval of the **First Party**, as follows:

Deliverables	Date
Submission of the Project's Production Timetable with Technical Specification, for DFA-OCD Approval.	24 June 2024
Pre production and production developments in accordance to approved timetable and technical specifications	25 June 2024 to 25 October 2024
Submission of the Poster Material and Video Teaser to DFA-OCD	26 October 2024
Final Presentation of Animated Videos to DFA-OCD	28 October 2024
Turn over of the complete set of Animated Series dub in English, Filipino and selected language of the DFA-OCD.  Turn over of the post-credit scene.  <i>Note: The final animated videos, teaser, post credit scene, and poster materials should be submitted in a hard drive delivered to the DFA-OCD designated office.</i>	08 November 2024

**Section 2.** The deliverables must be made in accordance to the signed **Terms of Reference (TOR)** signed by the **Second Party** and submitted to the **First Party**.

**ARTICLE IV  
TERMS OF PAYMENT**

**Section 1.** For and in consideration of the services rendered, and to the satisfaction of the **First Party**, the latter shall pay the fee amounting to **FIVE MILLION PESOS ONLY (Php 5,000,000.00)**, inclusive of all taxes, fees, licenses, permits, and other lawful charges for the fulfillment of the obligation, to the **Second Party**.

**Section 2.** The aforementioned amount shall be released in four (4) tranches to the **Second Party**, subject to the terms and conditions of this MOA and the usual government accounting and auditing rules and regulations, and upon submission of the following supporting documents:

- a. Line-item budget showing the breakdown of cost/expenses
- b. PHILGEPS
- c. BIR
- d. Income Tax Return
- e. Mayor's Permit
- f. Billing Request for each tranche (Original)
- g. Official Receipt for each tranche (Original)
- h. Duly Signed and Notarized Contract

- i. Curriculum Vitae of the Proponent/ Company Profile
- j. Bank Details and TIN No.

**Section 3.** The Parties shall adhere to the following payment schedule:

- a. 15% - Upon release of the Notice to Proceed and submission of the detailed visual development and production schedules
- b. 20% - Upon submission and final approval of the script
- c. 40% - Upon submission and final approval of the complete visual development deliverables
- d. 25% - Upon submission and final acceptance by the **First Party** of the poster, video teaser, and animated series video

**Section 4.** The Fee shall be made payable within sixty (60) working days from receipt of invoice and complete supporting documents. Payment shall be made in accordance with applicable regulations for government payment of obligations upon submission by the **Second Party** of complete supporting documents to the Office of Cultural Diplomacy (OCD) and through List of Due and Demandable Accounts Payable (LDDAP).

## ARTICLE V MODE OF PAYMENT

**Section 1.** Payment of the Performance Fee shall be through LDDAP made payable to the Animation Council of the Philippines through the following bank details:

Account Name	: Animation Council of the Philippines, Inc.
Savings Account Number	: 7590-8432-99
Bank	: RCBC
Branch	: The Fort JY- Campos, JY Campos Centre, 9th Avenue, Bonifacio Global City, Taguig City

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

## ARTICLE VI CONFIDENTIALITY AND RELATED MATTERS

**Section 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 MOA.

**Section 2. Non-Public Information.** For purposes of this MOA, all information that the **First Party**, its employees, assigns, or persons related therewith, provide to the **Second Party**; all information pertaining to the services performed by the **Second Party**; and all information regarding the **First Party**, its employees and participants to the project, including, without limitation, the identity of persons, shall be deemed and treated as strictly confidential, non-public information unless and until the **First Party** 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.

**Section 3. Copyright and Intellectual Property.** All final work products designed, developed, and/or created by the **Second Party** pursuant to this MOA, shall be the sole property of the **First Party**, including copyright, title, interest, and related intellectual property rights. The use of the

final work products by the **Second Party** shall be limited in accordance with the terms of this MOA, or as advised, in writing, by the **First Party**.

**Section 4. 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 MOA, 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 that contemplated by this MOA. 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 employees or agents, or related entities. This duty shall survive the expiration or termination of this MOA, in perpetuity.

**Section 5. Data Privacy.** The **Second Party** and its employees are required to observe the provisions of Republic Act no. 10173 or the Data Privacy Act of 2012 in handling information obtained from the **First Party**. In addition, the **Second Party** and its employees shall be responsible for the destruction of all the data secured from the **First Party** after the termination of this MOA.

## ARTICLE VII MISCELLANEOUS PROVISIONS

**Section 1.** Both Parties shall comply with all applicable laws, rules, regulations, orders, and decrees of the Philippine government.

**Section 2.** 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, or to a third party for any loss, liability, damage or expense arising out of or in connection with the performance of any services contemplated by this MOA, 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.

**Section 3.** Any other contract or agreement entered into by **Second Party** and a third party for the implementation of this MOA, shall be exclusively between such parties, to the exclusion of the **First Party**. The **Second Party** warrants that it shall hold free and harmless the **First Party** from any and all disputes or suits related to the said contract or agreement, and in no event shall it be held liable to such third parties for any actual, special, incidental, indirect, consequential, exemplary, or punitive damages relating to the conduct or completion of the activity.

**Section 4.** Nothing in this MOA 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.

**Section 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 MOA, without written consent of the other.

**Section 6.** This MOA and TOR encapsulates the full agreement between the Parties, and any subsequent alteration, modification, or amendment of this MOA or any of its provisions shall be subject to mutual consent of both Parties and shall be made in writing.

**Section 7.** 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 MOA, through negotiations. On any issue related to the technical specifications under the TOR, the interpretation of the **First Party** shall prevail. In the event that an amicable settlement cannot be achieved within thirty (30) days working 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 pursuant thereto, shall be kept confidential. The seat and venue of arbitration shall be Pasay City, Metro Manila, Philippines. Nothing in this MOA, however, shall prevent the **First Party** from applying to a Philippine court of competent jurisdiction for provisional or interim measures or injunctive relief, as may be necessary, to safeguard the property or rights that 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, to the exclusion of other courts.

**Section 8.** Nothing in this MOA shall be construed as a waiver by the **First Party** of any of its privileges and immunities under Philippine law.

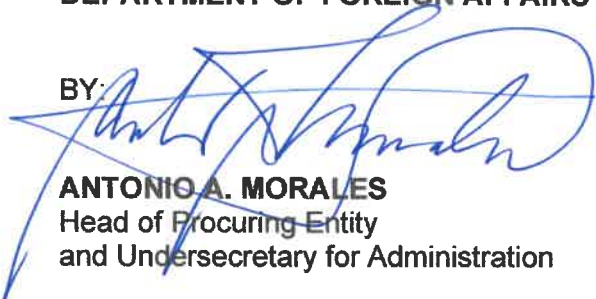
**Section 9.** Delays in the delivery of services and outputs by the **Second Party** shall be subject to the terms and conditions of this MOA and the Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184 otherwise known as "Government Procurement Reform Act."

**Section 10.** Either Party may terminate this MOA in accordance with the RIRR of RA 9184.

IN WITNESS WHEREOF, the Parties hereto have signed these presents on this 14 JUN 2024 day of \_\_\_\_\_ 2024 at the City of Pasay, Philippines.

**DEPARTMENT OF FOREIGN AFFAIRS**

BY:



**ANTONIO A. MORALES**  
Head of Procuring Entity  
and Undersecretary for Administration

BY:

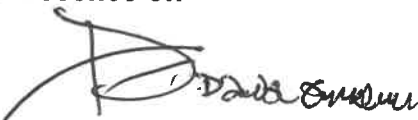


**JUAN MIGUEL DEL ROSARIO**  
Chairman  
Animation Council of the Philippines

**Signed in the Presence of:**



**CELIA ANNA M. FERIA**  
Assistant Secretary  
DFA Office of Cultural Diplomacy



**DANIEL ENRIQUEZ**  
Executive Director  
Animation Council of the Philippines, Inc.

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

**BEFORE ME**, a **NOTARY PUBLIC** for and in the City of Pasay, Philippines, on 18 JUL 2024, 2024 personally appeared **ANTONIO A. MORALES**, Undersecretary of the Department of Foreign Affairs, and **JUAN MIGUEL DEL ROSARIO** of the **Animation Council of the Philippines**, known to me to be the same persons who executed the foregoing **Memorandum of Agreement between the Department of Foreign Affairs and Animation Council of the Philippines**, which instrument consists of **7 pages** including the page on which this Acknowledgement 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	Issued At	Expiration Date
Antonio A. Morales	D0013516A	DFA MANILA	07 MAR 2029
Marlyn Montano	P7197022B	DFA MANILA	13 JUL 2031

Both know to me are the same persons who executed the foregoing instrument referring to a Memorandum of Agreement consisting of **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 18 JUL 2024 day of \_\_\_\_\_ 2024.

Doc. No. 97  
Page No. 21  
Book No. 7  
Series 2024

**ATTY. GARY CAMITAN AURE**  
NOTARY PUBLIC CITY OF MANILA  
ROLL NO. 60777 IBP LIFETIME NO. 13599-02/02/2016, PASIG CITY  
PTR NO. 1527767-01/02/2024  
COMMISSION NO. 2023-018-01/01/2023 UNTIL DEC. 31, 2024  
MCLE NO. VII-0001648-10/20/2019 VALID UNTIL APRIL 14, 2025, P.C.  
OFFICE, BURGUNDY TRANSPACIFIC-PLACE TAFT AVE., MALATE MIA.



# ANNEX "A"



## DEPARTMENT OF FOREIGN AFFAIRS KAGAWARAN NG UGNAYANG PANLABAS




### BIDS AND AWARDS COMMITTEE


#### BAC Resolution No. HO-162-24

#### RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 53.6 (SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES) FOR THE PROCUREMENT OF SERVICES FOR THE CREATIVE INDUSTRIES PROJECT: "LARO PLAY"

**WHEREAS**, the Office of Cultural Diplomacy ("OCD") intends to procure professional services for the Creative Industries Project: "Laro  Play";

**WHEREAS**, the "Laro  Play" animation project seeks to promote and support the development of Philippine creative industries as mandated by R.A. No. 11904 otherwise known as the Philippine Creative Industries Development Act. In line with this, OCD intends to partner with an animation studio that can also promote the excellence of Filipino animators in creating first class and competitive animated projects in the global market;

**WHEREAS**, the animation studio is expected to do the following: Visual Development and Pre-Production, Animation Production, and Sound/Audio Production and Voice Actor Recording. They shall deliver the following in hard drive and Blu-Ray Disc or of similar quality: Animated Output, Video Teaser, Publication Material, and Post production credits/scene. The videos must be dubbed in Filipino, English and Spanish.

**WHEREAS**, the procurement of services for the Creative Industries Project: "Laro  Play" with an Approved Budget for the Contract ("ABC") of *Five Million Pesos* (PhP 5,000,000.00) only, chargeable against OUMAIER-CDU's FY 2024 MOOE for Other Professional Services, is included in the Department's Supplemental Annual Procurement Plan ("SAPP") for FY 2024;

**WHEREAS**, Section 53 of the 2016 Revised Implementing Rules and Regulations ("IRR") of Republic Act ("RA") No. 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, *inter alia*: (a) Work of art; commissioned work or services of an artist for specific artistic skills (e.g. singer, performer, poet, writer, painter, sculptor, etc.);


**WHEREAS**, the Bids and Awards Committee ("BAC"), after taking into consideration all relevant factors, finds that the awarding of the procurement of

procurement of services for the Creative Industries Project: "Laro  Play" may be done under Section 53.6(a) of the 2016 revised IRR of RA 9184;

**WHEREAS**, pursuant to Annex "H" of the 2016 Revised IRR of RA 9184, the End-User shall conduct a market study and determine the probable sources;

**WHEREAS**, the OCD submitted to BAC the following market study results: Top Peg Animation (did not submit quotation as it cannot commit to the time); Puppeteers Studio (Php 5,000,000.00; bidder is not compliant with the Terms of Reference ("TOR")); TopDraw Animation (USD 8,000 – 16,000 or Php 500,000.00 – 1,000,000.00 per minute (post production/compositing only)) and **Animation Council of the Philippines, Inc.** (Php 5,000,000.00);

**WHEREAS**, after conducting a thorough market study, OCD determined that the **Animation Council of the Philippines, Inc.** is compliant with the TOR and could undertake the project at more advantageous terms in the amount of *Five Million Pesos* (Php 5,000,000.00) only;

**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") resort to Negotiated Procurement under Section 53.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) as the alternative method of procurement for the procurement of services for the Creative Industries Project: "Laro  Play" from **Animation Council of the Philippines, Inc.**, subject to the abovementioned requirements, and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

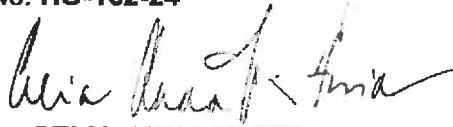
**ADOPTED**, this 14<sup>th</sup> day of June 2024, Pasay City.

  
EDGAR B. BADAJOS  
BAC Chairperson

  
MARLOWE A. MIRANDA  
BAC Alternate Vice Chairperson

  
PAULO V. SARET  
BAC Member

  
ALEX O. VALLESPIN  
BAC Member



**CELIA ANNA M. FERIA**  
Representative of the End-user

Approved:

By the Authority of the Secretary for Foreign Affairs:



**ANTONIO A. MORALES**  
Undersecretary  
and Head of the Procuring Entity

ANNEX "B"



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS




NOTICE OF AWARD

14 June 2024

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. **HO-162-24**, the DFA is awarding the contract on the following project/procurement to your firm, **Animation Council of the Philippines, Inc.**:

Project Title	End-User Unit
PROCUREMENT OF SERVICES FOR THE CREATIVE INDUSTRIES PROJECT: "LARO  PLAY"	OCD

The contract has a total cost of *Five Million Pesos* (PhP 5,000,000.00) only, inclusive of 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,

  
**ANTONIO A. MORALES**  
Undersecretary  
and Head of the Procuring Entity

**Animation Council of the Philippines, Inc.**  
5/F Bonifacio High Street Central 30<sup>th</sup> St. Corner 7<sup>th</sup> Ave.  
Bonifacio Global City, Fort Bonifacio, Taguig City

2330 Roxas Blvd., Pasay City, 1300 Philippines  
Tel. No. 834 - 4000  
[www.dfa.gov.ph](http://www.dfa.gov.ph)



View Red Registration

[Back \(https://philgeps.gov.ph/SupDashboards/dashboard\)](https://philgeps.gov.ph/SupDashboards/dashboard)

My Contact Details

Salutation	Ms	First Name	Micah
Middle Name		Last Name	Ronquillo
Gender	Male	Position	Admin
Landline Area Code	02	Landline Number	88172727
Landline Extension Number	810		
Fax Area Code		Fax Number	
Fax Extension Number			
Country Code	63	Mobile Number	09178750443
Email Address	secretariat@animationcouncil.org		

Organization Details

Organization Id	215968	Registration Date	30-Apr-2020 01:57 PM
Registration Status	active		
Organization Name	ANIMATION COUNCIL OF THE PHILIPPINES, INC.	Form Of Organization	Corporation
Business Category	Business administration services,Vocational training,Entertainment services,Work related organizations		
Location	local	Organization Type	Non Government Organizations
Business Tax Identification Number	207815512000	Capitalization	₱ 11,000.00

Corporation Details

SEC Certificate Number	A200004504	SEC Registration Date	05-Apr-2000
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Local Organization Address

Country Name	Philippines	Region	NCR
Province	Metro Manila	City/Municipality	Taguig City
Street Address	IBPAP Office, 5th Floor, C2 Building, 28th Street cor 7th Avenue, Bonifacio High Street	Zip Code	1634

Bank Account Details

Bank Name	BDO	Branch Code	0817
Bank Branch	JY Campos Branch	Account Name	Animation Council of the Philippines Inc
Account Number	008170001884		

Uploaded Supporting Document

Uploaded	1588748548_ACPI SEC UPDATED.pdf
Supporting Document	( <a href="https://philgeps.gov.ph/portal_documents/merchant_reg_documents/user_215968/documents/1588748548_ACPI SEC UPDATED.pdf">https://philgeps.gov.ph/portal_documents/merchant_reg_documents/user_215968/documents/1588748548_ACPI SEC UPDATED.pdf</a> )

Status

Status	Red Approved
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List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Position	Status
No Records Found				

# ANNEX "D"



## 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 **FIVE MILLION PESOS ONLY (PhP5,000,000.00)** is available to cover the procurement of professional services for the Creative Industries Project of OUMAIER-CDU, chargeable against **OUMAIER-CDU FY2024 MOOE** for **Other Professional Services**, pursuant to FY2024 General Appropriations Act (GAA) (R.A. No. 11975) and subject to existing budgeting, accounting, auditing and government procurement laws, rules and regulations.

Funds provided for the purpose will be valid up to **31 December 2024**.

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

  
**MINDARADAT R. MAMAD**  
Department Chief Accountant

04 24 - 0046  
**BUDGET DIVISION-CAF**  
**19 April 2024**



2024



CITY OF TAGUIG  
BUSINESS PERMIT

NAME OF CORPORATION/ENTITY: ANIMATION COUNCIL OF THE PHILS. INC.

TRADE NAME: ANIMATION COUNCIL OF THE PHILS. INC.

BUSINESS LOCATION: 5/F BONIFACIO HIGH STREET CENTRAL 30TH ST. CORNER 7TH AVE. BONIFACIO GLOBAL CITY, FORT BONIFACIO, CITY OF TAGUIG

BUSINESS OWNER: ANIMATION COUNCIL OF THE PHILS. INC.

OWNERSHIP TYPE: CORPORATION

STATUS: RENEWAL

NATURE OF BUSINESS: ASSOCIATION & SOCIAL CLUB

LCN NO.: 2D-013911

AREA (SQM): 105.4

DATE ISSUED: 01/15/2024

VALID UNTIL: 12/31/2024

O.R. NUMBER: A-06104811

APPROVED BY:



TAX DESCRIPTION	TAX BASE	AMOUNT DUE
CONTRACTORS ASSOCIATION & SOCIAL CLUB	2,289,742.85	18,348.07
MAYORS FEE - ASSOCIATION & SOCIAL CLUB		750.00
ENVIRONMENTAL IMPACT FEE		3,889.00
SANITARY INSPECTION FEE		100.00
BUILDING INSPECTION FEE		400.00
ELECTRICAL INSPECTION FEE		400.00
PLUMBING INSPECTION FEE		290.00
MECHANICAL INSPECTION FEE		500.00
MEDICAL/HEALTH FEE		10.00
FIRE PERMIT FEE		200.00
BUSINESS PLATE (STICKER)		150.00
FORM FEE		150.00
SIGNBOARD FEE		140.00
FIRE CODE RA 9514		1,040.85
CEDULA CORPORATION		1,415.90
BARANGAY FEE		2,000.00

Maria Theresa S. Veloso  
MARIA THERESA S. VELOSO  
HEAD, BUSINESS PERMITS AND LICENSING OFFICE

TOTAL 27,743.82



This permit may be revoked for violation of applicable laws or regulations or for non-payment of taxes and fees. Please notify BPLCO at (02) 8555-7854 | 8555-7868 or [bplco@taguig.gov.ph](mailto:bplco@taguig.gov.ph) for any concerns about this permit. | ERASURES AND/OR ALTERATIONS WILL INVALIDATE THIS PERMIT

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ANNEX "F"



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANTABAS



RAKONG PILIPINAS

OUMAIER-MM-832-2024      OFFICE OF THE UNDERSECRETARY  
FOR MULTILATERAL AFFAIRS AND INTERNATIONAL ECONOMIC RELATIONS

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

THROUGH :      The Head, BAC Secretariat  
                         The Assistant Secretary, OFMS

FROM :        
                         CHARLES C. JOSE  
                         Undersecretary

SUBJECT :      Request for Approval of the 2024 OUMAIER-CDU Second (2nd)  
                         Supplemental PPMP

DATE :      25 April 2024

The above-signed kindly requests approval of the Undersecretary and Head of Procuring Entity (HOPE) of the Supplemental PPMP No. 02-A dated 25 April 2024 on OCD's FY 2024 Project Procurement Management Plan (PPMP) utilizing UMAIER-CDU funds on the following programs, projects and activities):

- 1. Additional funding for Other Professional Services Cultural Diplomacy Project entitled: *Harmonies of Heritage: A Symphony of Philippine Colonial Music*;

TO:

Project/Activity/Program	Specification Details	Amount
Other Professional Services: <i>Harmonies of Heritage: A Symphony of Philippine Colonial Music</i>	53.6	PHP 1,200,000.00
Total		PHP 1,200,000.00 /

FROM:

Project/Activity/Program	Specification Details	Amount	Remarks
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Printing and Publication Expenses: 2025 Desk Calendars		PHP 200,000.00	Original amount: 500,000.00 Remaining amount: 300,000.00 ..
ICT Software Subscription		PHP 500,000.00	Original amount: 1,000,000.00 Remaining amount: 500,000.00
Other Professional Services: 2025 Desk Calendars		PHP 500,000.00	Original amount: 500,000.00 Remaining amount: 0.00
Total		PHP 1,200,000.00 /	

2. Additional funding for the Representation: Catering for the Cultural Diplomacy Project entitled: *Harmonies of Heritage: A Symphony of Philippine Colonial Music*;

TO:

Project/Activity/Program	Specification Details	Amount
Representation: Catering for <i>Harmonies of Heritage: A Symphony of Philippine Colonial Music</i>	SVP (53.9)	PHP 300,000.00
Total		PHP 300,000.00 /

FROM:

Project/Activity/Program	Specification Details	Amount	Remarks
Printing and Publication Expenses: 2024 Desk Calendars		PHP 300,000.00	Original amount: 500,000.00 Remaining amount: 0.00
Total		PHP 300,000.00	

3. Additional funding for Other Professional Services: Cultural Diplomacy Projects for the months of May-July 2024 entitled: *Heritage Talks*;

TO:

Project/Activity/Program	Specification Details	Amount
Other Professional Services: <i>Heritage Talks</i>	SVP	PHP 990,000.00
Total		PHP 990,000.00 /

FROM:

Project/Activity/Program	Specification Details	Amount	Remarks
Traveling Expense-Local		PHP 500,000.00	Original amount: 1,092,500.00  Remaining amount: 592,500.00
Traveling Expenses-Foreign		PHP 490,000.00	Original amount: 1,250,000.00  Remaining amount: 760,000.00
Total		PHP 990,000.00 /	

4. Previous Philippine Studies Conference line items was merged into one line item to conduct Public Bidding:

TO:

Project/Activity/Program	Specification Details	Amount
Training Expenses: Philippine Studies Conference	Public Bidding	PHP 5,000,000.00
Total		PHP 5,000,000.00 /

FROM:

Project/Activity/Program	Specification Details	Amount
PH Studies Conference-Airline Tickets	Direct Retail Purchase of POL and Airline Tickets	PHP 2,000,000.00

	(Sec. 53.14)	
PH Studies Conference-Lease of Venue/Room Accommodation/Meals	Lease of Real Property and Venue (Sec. 53.10)	PHP 2,000,000.00
PH Studies Conference-Lease of Vehicle	Small Value Procurement (Sec. 53.9)	200,000.00
PH Studies Conference-Events Management	Highly Technical Consultant (Sec. 53.7)	700,000.00
PH Studies Conference-Tokens	Small Value Procurement (Sec. 53.9)	100,000.00
Total		PHP 5,000,000.00 /

5. Additional funding for the procurement of Semi-Expendable Furniture, Fixtures and Books Expenses: Furniture and Fixtures;

TO:

Project/Activity/Program	Specification Details	Amount
Semi-Expendable Furniture, Fixtures and Books Expenses: Furniture and Fixtures	Small Value Procurement (53.9)	PHP 100,000.00
Total		PHP 100,000.00 /

FROM:

Project/Activity/Program	Specification Details	Amount	Remarks
Other Professional Services (Creative Industries Project)		PHP 100,000.00	Original amount: 5,210,000.00  Remaining amount: 5,110,000.00
Total		PHP 100,000.00 /	

6. Additional funding for Project with the Office of Public Diplomacy;

TO:

Project/Activity/Program	Specification Details	Amount
Other Professional Services: Project with the Office of Public Diplomacy	53.6	PHP 100,000.00
Total		PHP 100,000.00 /

FROM:

Project/Activity/Program	Specification Details	Amount	Remarks
Other Professional Services: Creative Industries Project		PHP 100,000.00	Original amount: 5,210,000.00  Remaining amount: 5,010,000.00
Total		PHP 100,000.00 /	

7. Additional funding for Semi-Expendable Furniture, Fixtures and Books Expenses: Books;

TO:

Project/Activity/Program	Specification Details	Amount
Semi-Expendable Furniture, Fixtures and Books Expenses: Books	SVP	PHP 400,000.00
Total		PHP 400,000.00 /

FROM:

Project/Activity/Program	Specification Details	Amount	Remarks
Subscription (Library and Other Reading Materials): Cultural Materials		PHP 400,000.00	Original amount: 800,000.00  Remaining amount: 400,000.00
Total		PHP 400,000.00 /	

8. Additional funding for Representation: OCD Tokens (Tote Bags, Tumblers, Notebook, Shirt, etc.);

TO:

Project/Activity/Program	Specification Details	Amount
Representation: OCD Tokens (Tote Bags, Tumblers, Notebook, Shirt, etc.)	SVP	PHP 470,000.00
Total		PHP 470,000.00

FROM:

Project/Activity/Program	Specification Details	Amount	Remarks
Subscription (Library and Other Reading Materials): Cultural Materials		PHP 300,000.00	Original amount: 800,000.00 Remaining amount: 100,000.00
Gift Catalogue Graphic Designer		PHP 170,000.00	Original amount: 250,000.00 Remaining amount: 80,000.00
Total		PHP 470,000.00	/

9. Additional funding for Representation: Hosting of Lunch/Dinner to FSO Cadets Batch XXX;

TO:

Project/Activity/Program	Specification Details	Amount
Representation: Hosting of Lunch/Dinner to FSO Cadets Batch XXX	SVP	PHP 80,000.00
Total		PHP 80,000.00

FROM:

Project/Activity/Program	Specification	Amount	Remarks
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	Details		
Gift Catalogue Graphic Designer (Layout and Design)		PHP 80,000.00	Original amount: 250,000.00  Remaining amount: 0
Total		PHP 80,000.00 /	

10. Additional funding for Subscription: Library and other reading materials-Foreign Newspaper/Magazine (Online/Physical Subscription) ;

TO:

Project/Activity/Program	Specification Details	Amount
Subscription: Library and other reading materials-Foreign Newspaper/Magazine (Online/Physical Subscription)	SVP	PHP 200,000.00
Total		PHP 200,000.00 /

FROM:

Project/Activity/Program	Specification Details	Amount	Remarks
Subscription (Library and Other Reading Materials): Cultural Materials		PHP 100,000.00	Original amount: 800,000.00  Remaining amount: 0
Printing Expense: Gift Catalogue		PHP 100,000.00	Original amount: 100,000.00  Remaining amount: 0
Total		PHP 200,000.00 /	

11. Additional funding for Utility Expenses: Water Expenses-Purified Drinking Water/Bottled Water;

TO:

Project/Activity/Program	Specification Details	Amount
Utility Expenses: Water Expenses-Purified Drinking Water/Bottled Water		PHP 10,000.00
Total		PHP 10,000.00 ✓

FROM:

Project/Activity/Program	Specification Details	Amount	Remarks
Other Professional Services (Creative Industries Project)		PHP 10,000.00	Original amount: 5,210,000.00  Remaining amount: 5,000,000.00
Total		PHP 10,000.00 ✓	

The details of the changes are indicated in the attached OUMAIER-CDU's revised Second Supplemental PPMP for FY 2024.

Attached is the revised Modification Advice Form (MAF) for FY 2024 OUMAIER-CDU's MOOE dated 25 April 2024.

☒ Approved

☐ Disapproved

**ANTONIO A. MORALES**  
Undersecretary and Head of Procuring Entity (HOPE)

Attachment(s):

1. OUMAIER CDU 2024 Second SPPMP

Following the OFMS review of this request, the BAC Secretariat interposes no objection to the request for supplemental PPMP, subject to government procurement rules and regulations

	Initials	Date
BAC – Asec	[Signature]	
BAC Sec Head	[Signature]	9/1/24
BAC Sec PA	[Signature]	Digitally signed by Eloy Rendor Date: 2024.05.09 15:41:02 +08'00'

TO:

Project/Activity/Program	Specification Details	Amount
Utility Expenses: Water Expenses-Purified Drinking Water/Bottled Water		PHP 10,000.00
Total		PHP 10,000.00

FROM:

Project/Activity/Program	Specification Details	Amount	Remarks
Other Professional Services (Creative Industries Project)		PHP 10,000.00	Original amount: 5,210,000.00  Remaining amount: 5,000,000.00
Total		PHP 10,000.00	

The details of the changes are indicated in the attached OUMAIER-CDU's revised Second Supplemental PPMP for FY 2024.

Attached is the revised Modification Advice Form (MAF) for FY 2024 OUMAIER-CDU's MOOE dated 25 April 2024.

☒ Approved ☐ Disapproved

**ANTONIO A. WORALES**  
Underscretary and Head of Proc

Attachment(s):

1. OUMAIER CDU 2024 Second

OFMS interposes no objection to OUMAIER-CDU's request for supplemental PPMP, chargeable against FY2024 MOOE Current Appropriations, subject to the existing budgetary, accounting and auditing rules and regulations..

OFMS defers to OUMAIER-CDU and BAC for the changes or updates in the specification/details of the PPMP/APP.

OFMS – Assistant Secretary  
OFMS – Assistant Budget Director  
OFMS – Action Officer

( REF: OUMAIER-MM-832-2024)

*DA 8 May*  
*Pm 8 May 2024*  
*epd 8 May '24*

DEPARTMENT OF FOREIGN AFFAIRS

Second SUPPLEMENTAL PROJECT PROCUREMENT MANAGEMENT PLAN (SPMP)

END-USER/UNIT: Office of Cultural Diplomacy utilizing OUMAIER-CDU Funds  
Charged to GAA (MOOE)

Projects, Programs and Activities (PAIPs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												Remarks
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
5020101000	Local Travel	1	592,500.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	As the need arises												Originally 1,092,500.00 on which 500,000.00 was transferred to Cultural Diplomacy Projects for the months of January to April 2024. The balance of 592,500.00 was transferred to Cultural Diplomacy Projects for the months of May to December 2024. Original: Heritage Talks
5020102000	Foreign Travel	1	760,000.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	As the need arises												Originally 1,250,000.00 on which 490,000.00 was transferred to Cultural Diplomacy Projects for the months of January to April 2024. The balance of 760,000.00 was transferred to Cultural Diplomacy Projects for the months of May to December 2024. Original: Heritage Talks
5020201002	Training Expenses	1	218,000.00	Negotiated Procurement - Lease of Real Property and Venue (Sec. 53.10)	As the need arises												Merged into one line item to conduct public bid
5020201002	Training Expenses: Philippine Studies Conference	1	5,000,000.00	Public Bidding													PH Studies Conference-Airline Tickets (2,000.00) PH Studies Conference-Lease of Venue/Room Accommodation(Meals (2,000,000.00) PH Studies Conference-Lease of Vehicle (200,000.00) PH Studies Conference-Events Management (71,000.00) PH Studies Conference-Tokens (100,000.00)
5020301001	ICT Office Supplies Expenses	1	200,000.00	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	As the need arises												
5020301002	Office Supplies Expenses-Part A (Inclusive of 10% inflation rate)	1	212,832.57	Negotiated Procurement - Agency to Agency (Sec. 53.5)	As the need arises												
5020301002	Office Supplies Expenses	1	251,167.43	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	As the need arises												
5020307000	Drugs and Medicine Expenses	1	50,000.00	Negotiated Procurement - Agency to Agency (Sec. 53.5)	As the need arises												
5020321002	Semi-Expendable - Office Equipment	1	65,000.00	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	As the need arises												
5020321003	Semi-Expendable M&E - Information and Communications Technology Equipment	1	650,000.00	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	As the need arises												
5020399000	Other Supplies and Materials Expenses	1	309,920.00	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	As the need arises												
5020501000	Communication Expenses: Postage and Courier Services	1	3,000,000.00	Public Bidding	As the need arises												
5020502001	Communication Expenses: Mobile	1	100,000.00	Renewal of Contract per Appendix 21 (WET)	As the need arises												
5021189000	Other Professional Services: Additional Personnel for CDD Jan-Jun 2024	1	750,000.00	Direct Contracting (Sec. 50)	x	x	x	x	x	x	x	x	x	x	x	x	
5021190000	Other Professional Services: Additional Personnel for CDD Jul-Dec 2024	1	750,000.00	Direct Contracting (Sec. 50)	x	x	x	x	x	x	x	x	x	x	x	x	Originally 5,210,000.00 on which 210,000.00 was transferred to the following: Public Diplomacy: 100,000.00 will be transferred to Project with t 100,000.00 will be transferred to Semi-Expand 100,000.00 will be transferred to Semi-Expand Furniture and Fixtures: 100,000.00 will be transferred to Semi-Expand 10,000.00 will be transferred to Utility Expense Expenses-Purified Drinking Water/Bottled Water
5021193000	Other Professional Services: Creative Industries Projects	1	5,000,000.00	NP - Scientific, Scholarly/Artistic Work, Esdquave Tech, & Media Service (Sec. 53.6)		x											Originally 5,000,000.00 on which was transferred of Heritage: A Symphony of Philippine Colonial P
5021199000	Other Professional Services: Calendar Graphic Designer (Layout and Design)	1		Specialized Services (53.6a)													
5021199000	Other Professional Services: Children's Book Project with the Office of American Affairs-services of a publisher (Inclusive of Illustrator, writer, historian and translator)	1	700,000.00	NP - Scientific, Scholarly/Artistic Work, Esdquave Tech, & Media Service (Sec. 53.6)				x									Originally 250,000.00 on which was transferred following: 80,000.00 will be transferred to Hosting of Lun FSO Cadets Batch XXX, and 170,000.00 will be transferred to OCP Tokens
5021199000	Other Professional Services: GHI Catalogue Graphic Designer (Layout and Design)	1		Specialized Services (53.6a)													Additional 100,000.00
5021199000	Other Professional Services: Video Project with the Office of Public Diplomacy	1	3,350,000.00	NP - Scientific, Scholarly/Artistic Work, Esdquave Tech, & Media Service (Sec. 53.6)	As the need arises												On which 100,000.00 was SF FY 2024 First SPI Industries Projects (Original: 5,210,000.00)
5021199000	Other Professional Services (Honoraria for Speakers, Performers, Artists, Photographers, etc.)	1	200,000.00	National Competitive Bidding- Others													
5021199000	Other Professional Services: Cultural Diplomacy Projects for the months of May-July 2024 entitled: Heritage Talks	1	990,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)					x	x							Additional 990,000.00 On which 500,000.00 was SF FY 2024 First SF Talks for the months of May-July 2024 and 490,000.00 was SF FY 2024 First SFPMP Foreign Travel (Original: 1,092,500.00)

## DEPARTMENT OF FOREIGN AFFAIRS

5021193000	Other Professional Services: Harmonies of Heritage: A Symphony of Philippine Colonial Music	1	1,200,000.00	NP - Scientific, Scholarly/Artistic Work, Exclusive Tech. & Media Service (Sec. 53.6)								x	On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: Calling for Harmonies of Heritage: A Symphony of Philippine Colonial Music	1	300,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)									Additional 1,200,000.00 On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expense: Cultural Exhibit Materials for FSPs	1	4,220,000.00	Public Bidding									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: Holding of interagency and tri-agency meetings and events	1	290,000.00	Negotiated Procurement - Lease of Real Property and Venue (Sec. 53.10)					X				On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: Various meetings/workshops/events (meals, beverages and other related expenses)	1	500,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: Support to FSPs Cultural Program	1	5,000,000.00										On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expense: Launching of Soft Power Roadshows and OFCD Publication- Gallery	1	500,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: Launching of Soft Power Roadshow and OFCD Publication- Events Main Arrangement	1	1,000,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: National Arts Month- Main Arrangement	1	200,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: National Arts Month-Surprises and Materials	1	50,000.00	Shopping - Ordinary/Negative Office Supplies & Equipment (Sec. 53.1a)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: Design and Construction of a DFA Float for the PH Independence Day	1	2,000,000.00	NP - Scientific, Scholarly/Artistic Work, Exclusive Tech. & Media Service (Sec. 53.6)							X		On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: Children's Book Project with the Office of American Affairs-Reception of book launching in Manila	1	100,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)					X				On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: Children's Book Project with the Office of American Affairs-Reception of book launching in Manila	1	100,000.00						X				On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: Children's Book Project with the Office of American Affairs-Reception of book launching in Mexico (Transfer to Post for ORS)	1	100,000.00						X				On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: OCD Tokena (Tosa Bagu, Tumblers, Notebook, Shirt, etc)	1	470,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029903000	Representation Expenses: Hosting of Lunch/Dinner to FSO Officers Batch XXX	1	80,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029902000	Printing and Publication Expenses: 2025 Desk Calendars	1		Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029902000	Printing Expense: DFA Gift Catalogue	1		Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029907004	Subscription (Library and Other Reading Materials): Cultural Materials	1		Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029907004	Subscription (Library and Other Reading Materials): Library and other reading materials: Local Newspapers/Magazines (Online/Physical Subscription)	1	270,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029907004	Subscription (Library and Other Reading Materials): Library and other reading materials: Foreign Newspapers/Magazines (Offline/Physical Subscription)	1	200,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029905003	Lease/Rent of Motor Vehicle for OCD Personal Secretary	1	1,500,000.00	Public Bidding									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029905003	Lease/Rent of Motor Vehicle for OCD Assistant Secretary	1	1,425,000.00	Public Bidding									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (Layout a Originality: 250,000.00)
5029905003	Lease/Rent of Motor Vehicle for Team Building Activity/ GAD Activity	1	75,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)									On which was SF FY 2024 First SPPMP Cultural Materials (Originally 800,000.00) and : from Gift Catalogue Graphic Designer (





DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANTABAS

REPUBLIC OF THE PHILIPPINES

OUMAIER-MM-831-2024

OFFICE OF THE UNDERSECRETARY  
FOR MULTILATERAL AFFAIRS AND INTERNATIONAL ECONOMIC RELATIONS

MEMORANDUM FOR THE UNDERSECRETARY, OUA

THROUGH : *for* The Assistant Secretary, OFMS (Attention: The Acting Budget Officer) *for*

FROM : *Charles C. Jose*  
CHARLES C. JOSE  
Undersecretary

SUBJECT : Modification of Funds of OCD FY 2024 Allotment Utilizing  
OUMAIER-CDU Funds

DATE : 25 April 2024

OUMAIER kindly requests the Modification of Funds (MAF) in the FY 2024 OUMAIER-CDU MOOE upon the request of OCD as contained in their MEMO-OCD-123-2024 dated 25 April 2024.

Attached is the Modification Advice Form (MAF) No. 02-2024 dated 18 April 2024 and FY 2024 First SPPMP utilizing OUMAIER-CDU Funds.

For the Undersecretary's consideration and appropriate action.

☒ Approved

☐ Disapproved

*Antonio A. Morales*  
ANTONIO A. MORALES  
Undersecretary

Attachments as stated

D. RI  
K

WAGONG PILIPINAS

OUMAIER-MM-831-2024

OFFICE OF THE UNDERSECRETARY  
FOR MULTILATERAL AFFAIRS AND INTERNATIONAL ECONOMIC RELATIONS

MEMORANDUM FOR THE UNDERSECRETARY, OUA

THROUGH : *for* The Assistant Secretary, OFMS (Attention: The Acting Budget Officer) *for*

FROM

*Charles C. Jose*  
CHARLES C. JOSE  
Undersecretary

SUBJECT

Modification of Funds of OCD FY 2024 Allotment Utilizing  
OUMAIER-CDU Funds

DATE

25 April 2024

OUMAIER kindly requests the Modification of Funds (MAF) in the FY 2024 OUMAIER-CDU MOOE upon the request of OCD as contained in their MEMO-OCD-123-2024 dated 25 April 2024.

Attached is the Modification Advice Form (MAF) No. 02-2024 dated 18 April 2024 and FY 2024 First SPPMP utilizing OUMAIER-CDU Funds.

For the Undersecretary's consideration and appropriate action.

☒ Approved

☐ Disapproved

*Antonio A. Morales*  
ANTONIO A. MORALES  
Undersecretary

Attachments as stated

OFMS interposes no objection to OUMAIER-CDU's request for supplemental PPMP, chargeable against FY2024 MOOE Current Appropriations, subject to the existing budgetary, accounting and auditing rules and regulations..

OFMS defers to OUMAIER-CDU and BAC for the changes or updates in the specification/details of the PPMP/APP.

OFMS - Acting Head of Office  
OFMS - Assistant Budget Director  
OFMS - Action Officer

*for* *5/3/24*  
*for* *02 May 2024*  
*for* *20 May 2024*

Department: DEPARTMENT OF FOREIGN AFFAIRS  
Agency/Operating Unit: OFFICE OF THE UNDERSECRETARY FOR MULTILATERAL AFFAIRS AND INTERNATIONAL ECONOMIC RELATIONS  
Address: 2330 ROXAS BLVD., PASAY CITY

MODIFICATION ADVICE FORM (MAF) NO. 02-2024  
Dated: 25 April 2024

Funding Source : Regular Agency Fund - General Fund -New General Appropriations - Specific Budgets of National Government Agencies

Legal Basis : RA 11975, GAA FY 2024

DEFICIENT ITEMS (TO):


PROGRAMS / PROJECTS / ACTIVITIES	RESPONSIBILITY CENTER	ALLOTMENT CLASS	OBJECT OF EXPENDITURES	AMOUNT
3101 00100001000 001 Formulation, Coordination and Supervision of Foreign Policy	12 001 01 00000 03 01 11 Undersecretary for Multilateral Affairs and International Economic Relations (UMAIER)-CDU	MOOE	5021199000 Other Professional Services	P1,330,000.00
3101 00100001000 001 Formulation, Coordination and Supervision of Foreign Policy	12 001 01 00000 03 01 11 Undersecretary for Multilateral Affairs and International Economic Relations (UMAIER)-CDU	MOOE	5029603000 Representation Expenses	P850,000.00
3101 00100001000 001 Formulation, Coordination and Supervision of Foreign Policy	12 001 01 00000 03 01 11 Undersecretary for Multilateral Affairs and International Economic Relations (UMAIER)-CDU	MOOE	5020322001 Semi-Expendable Furniture, Fixtures and Books Expenses: Furniture and Fixtures	P100,000.00
3101 00100001000 001 Formulation, Coordination and Supervision of Foreign Policy	12 001 01 00000 03 01 11 Undersecretary for Multilateral Affairs and International Economic Relations (UMAIER)-CDU	MOOE	5020322002 Semi-Expendable Furniture, Fixtures and Books Expenses: Books	P400,000.00
3101 00100001000 001 Formulation, Coordination and Supervision of Foreign Policy	12 001 01 00000 03 01 11 Undersecretary for Multilateral Affairs and International Economic Relations (UMAIER)-CDU	MOOE	5029907004 Subscription (Library and Other Reading Materials)	P100,000.00
3101 00100001000 001 Formulation, Coordination and Supervision of Foreign Policy	12 001 01 00000 03 01 11 Undersecretary for Multilateral Affairs and International Economic Relations (UMAIER)-CDU	MOOE	5020401000 Utility Expenses: Water Expenses-Purified Drinking Water/Bottled Water	P10,000.00
TOTAL				P2,780,000.00

SOURCE ITEMS (FROM):

PROGRAMS / PROJECTS / ACTIVITIES	RESPONSIBILITY CENTER	ALLOTMENT CLASS	OBJECT OF EXPENDITURES	AMOUNT
3101 00100001000 001 Formulation, Coordination and Supervision of Foreign Policy	12 001 01 00000 03 01 11 Undersecretary for Multilateral Affairs and International Economic Relations (UMAIER)-CDU	MOOE	5020101000 Traveling Expenses - Local	P500,000.00

3102 00100001000 001 Formulation, Coordination and Supervision of Foreign Policy	13 001 01 00000 03 01 11 Undersecretary for Multilateral Affairs and International Economic Relations (UMAIER)-CDU	MOOE	5020102000 Traveling Expenses - Foreign	P490,000.00
3103 00100001000 001 Formulation, Coordination and Supervision of Foreign Policy	15 001 01 00000 03 01 11 Undersecretary for Multilateral Affairs and International Economic Relations (UMAIER)-CDU	MOOE	502902000 Printing and Publication Expenses	P600,000.00
3103 00100001000 001 Formulation, Coordination and Supervision of Foreign Policy	15 001 01 00000 03 01 11 Undersecretary for Multilateral Affairs and International Economic Relations (UMAIER)-CDU	MOOE	502907004 Subscription (Library and Other Reading Materials)	P700,000.00
3103 00100001000 001 Formulation, Coordination and Supervision of Foreign Policy	15 001 01 00000 03 01 11 Undersecretary for Multilateral Affairs and International Economic Relations (UMAIER)-CDU	MOOE	502907001 ICT Software Subscription	P500,000.00
TOTAL				P2,790,000.00

Prepared by:



MA. THERESA JESUSA F. ALBANO

Acting Administrative Officer, Office of Cultural Diplomacy

Verified by:



PAOLO V. DE LEON

Acting Budget Officer - Budget Division

Recommended by:

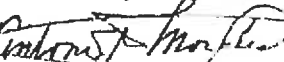


LAARNI ZORAYDA GANDAROSA

Acting Head of Office, OFMS

Approved by:

For the Secretary of Foreign Affairs:



ANTONIO A. MORALES

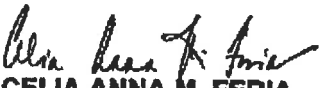
Acting Undersecretary

DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF CULTURAL DIPLOMACY

**EXTREMELY URGENT**  
MEMO-OCD-123-2024

MEMORANDUM FOR THE UNDERSECRETARY, OUMAIER

FROM :   
CELIA ANNA M. FERIA  
Assistant Secretary

SUBJECT : Revised Modification of Funds OCD Allotment  
Utilizing FY 2024 OUMAIER-CDU Funds

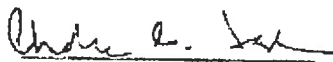
DATE : 25 April 2024

With reference to MEMO-OPCD-79-2024 dated 26 January 2024, the Office of Cultural Diplomacy respectfully requests the Undersecretary to sign and authorize the attached memorandum dated 25 April 2024 pertaining to the revised Modification Advice Form (MAF) No. 02-2024 of 2024 OUMAIER-CDU funds (GAA).

New line items are added for additional Cultural Diplomacy projects to be implemented by the Office.

For the Undersecretary's consideration.

☒ Approved      ☐ Disapproved

  
**CHARLES C. JOSE**  
Undersecretary

Attachments: As stated

# ANNEX "G"

## TERMS OF REFERENCE

**OFFICE** : Office of Cultural Diplomacy  
**PROJECT** : **Animated series titled, Laro** ▶ **Play**  
November 2024  
Department of Foreign Affairs, Pasay, Philippines

I	<p><b>BACKGROUND</b></p> <p>In celebration of Filipino Values Month, and National Children's Month in November 2024, and to coincide with <i>Animahenasyon</i>, the annual Philippine Animation Festival that showcases Filipino talent and creativity in animation, the Department of Foreign Affairs – Office of Cultural Diplomacy (DFA-OCD) will launch an animated series promoting the Filipino Animation Industry. The video will feature Philippine traditional games: <i>Patintero</i>, <i>Shatong/Syato</i>, <i>Tumbang Preso</i>, <i>Luksong Tinik</i>, <i>Tiyakad</i>, <i>Holen</i>, <i>Dampa</i>, <i>Sungka</i>, <i>Dama</i> and <i>Teks</i>.</p> <p>The traditional games will be featured as the animation's central piece in the backdrop of a countryside festival or fiesta. It will reflect traditional Filipino values, the rural way of life, and the countryside milieu.</p> <p>Through the medium of animation, the video will present Philippine cultural heritage and Filipino values in a unique and interesting way that can entertain viewers of all ages and backgrounds. This project also seeks to promote the Philippine animation industry.</p> <p>The video will be distributed to all Foreign Service Posts to be used in their cultural diplomacy activities and Filipino community engagement. It seeks to bring to the second/third generation of Filipinos abroad the experience of childhood and growing up in the Philippines, and the delight in simple joys such as playing with friends and relatives. It also seeks to introduce to a foreign audience, the simplicity and beauty of Philippine culture.</p> <p>The DFA-OCD intends to contract with a company that advocates the promotion of Filipino talent in animation, domestically and internationally, and has a track record of creating high quality animation content and services.</p>	
II	<p><b>OBJECTIVES</b></p> <ul style="list-style-type: none"><li>• The script and narratives must be thoroughly researched and officially vetted by appropriate authorities.</li><li>• The visual design elements must be colorful, eye-catching, and engaging, and should realistically capture the vibrant colors and convey the thrilling atmosphere of a Philippine fiesta.</li><li>• The video should feature both indoor and outdoor games, to make it inclusive.</li><li>• For a wider reach, the videos must be dubbed in English, Filipino and at least one major foreign language chosen by the Office of Cultural Diplomacy.</li></ul>	
III	<p><b>BUDGET</b></p> <p>The Approved Budget for the Contract (ABC) is <b>Five Million Pesos</b> only (PHP 5,000,000.00).</p>	

IV	<p><b>SCOPE OF WORK</b></p> <p><b>Visual Development and Pre-Production</b></p> <ul style="list-style-type: none"><li>• Conduct concept development and research, create mood boards, and draft the script or narrative, in preparation for the Visual Development Stage</li><li>• Develop the color script and concept art</li><li>• Create the character designs, model sheets, character expression and poses, environment designs, storyboarding, animatic, collectively referred to as “Visual Development”</li></ul> <p><b>Animation Production</b></p> <ul style="list-style-type: none"><li>• Provide the voice acting, character rigging, layout or scene set-up, scene building, animation, background design, pre compositing, effects, final compositing, music production, and final editing</li><li>• Provide the promotional poster and video teaser</li><li>• Provide the completed video in accordance with the Technical Specifications, the standards under Objectives, and strictly within the Timeline of Delivery set forth in the Terms of Reference.</li></ul> <p><b>Sound/Audio Production and Voice Actor Recording</b></p> <ul style="list-style-type: none"><li>• Background music, SFX, dubbing, mastering and overall audio direction</li><li>• Soundtrack production and composition</li><li>• Video actor recording in English, Filipino and Spanish versions</li><li>• Sound design</li></ul>	
V	<p><b>TECHNICAL SPECIFICATIONS</b></p> <p><b>Animated Output</b></p> <ul style="list-style-type: none"><li>• Animation style: Cut-out, 2D animation</li><li>• Type of video: Broadcast and digital output video in HD resolution</li><li>• Video length: <b>5-minutes animation that can be divided into five part episodes</b></li><li>• Languages: Filipino, English, and Spanish</li><li>• Aspect Ratio: <b>Standard 16:9 (1920 x 1080 px)</b> compatible with TV, Online Media, and Cinema</li><li>• FPS not less than 24 FPS (based on DFA’s preferred style)</li><li>• Total of 6 videos:<ul style="list-style-type: none"><li>a. 1 whole 5-minute video and;</li><li>b. 5 separate episodes</li></ul></li></ul> <p><b>Video Teaser</b></p> <ul style="list-style-type: none"><li>• Animation style: Cut-out, 2D animation</li><li>• Type of video: Broadcast and digital output video in HD resolution</li><li>• Video length: 20-30 second video animation</li><li>• Languages: Filipino, English, and Spanish</li><li>• Aspect Ratio:<ul style="list-style-type: none"><li>a. <b>Standard 16:9 (1920 x 1080 px)</b> compatible with TV, Online Media, and Cinema</li><li>b. <b>Portrait 9:16</b> ratio for Instagram Stories and Youtube Shorts</li><li>c. <b>Square (1080 x 1080 px)</b> for Square postings</li></ul></li></ul>	

	<p><b>Publication Material</b></p> <ul style="list-style-type: none"><li>One poster material for the social media campaign of the animation project in the following variations:<ul style="list-style-type: none"><li><b>Standard</b> 16:9 (1920 x 1080 px)</li><li><b>Portrait</b> (9:16)</li><li><b>Square</b> (1080x1080 px)</li></ul></li></ul> <p><b>Post production credits/scene:</b></p> <ul style="list-style-type: none"><li>Type of video: Broadcast and digital output video in HD resolution</li><li>Video length: 2-5 minutes</li><li>Languages: Filipino, English, and Spanish</li><li>Aspect Ratio: Standard 16:9 (1920 x 1080 px) compatible to TV, Online Media and Cinema</li><li>The credits scene must feature the making of the visual development and production development stages of the project featuring the contracting party.</li><li>The credit scene aims to promote Filipino animation creators and studios worldwide.</li></ul> <p><b>Submission:</b></p> <p>The final animated videos, teaser, post credit scene, and poster materials should be submitted in a hard drive in three (3) copies delivered to the DFA-OCD.</p> <p>In addition, the animated videos and post credit scene shall also be submitted in a Blu-Ray Disc or of similar quality in three (3) copies.</p>							
VI	<p><b>DESIRED QUALIFICATIONS OF SERVICE PROVIDER</b></p> <ul style="list-style-type: none"><li>Must be PhilGEPS registered.</li><li>Had previously worked and produced video animation for other government agencies/institutions.</li><li>Known reputation in the industry with at least 20 years of experience.</li><li>Registered/In/With partnership with the Film Development Council of the Philippines (FDCP)</li><li>Registered/In partnership with the Department of Trade and Industry</li><li>Known in advocacy in promotion of Filipino talent in animation; domestically and internationally</li><li></li></ul>							
VII	<p><b>TIMELINE OF DELIVERY</b></p> <table><tr><th>Date</th><th>Deliverables</th></tr><tr><td>24 June 2024</td><td>Submission of the Project's Production Timetable and Technical Specification, for DFA Approval.  <i>Note: After approval, the timetable and technical specification shall be understood to form part of the project's terms of reference. Everything set forth therein shall be deemed final and must be complied with.</i></td></tr><tr><td>25 June 2024 to</td><td>Pre-production and production developments in</td></tr></table>	Date	Deliverables	24 June 2024	Submission of the Project's Production Timetable and Technical Specification, for DFA Approval.  <i>Note: After approval, the timetable and technical specification shall be understood to form part of the project's terms of reference. Everything set forth therein shall be deemed final and must be complied with.</i>	25 June 2024 to	Pre-production and production developments in	
Date	Deliverables							
24 June 2024	Submission of the Project's Production Timetable and Technical Specification, for DFA Approval.  <i>Note: After approval, the timetable and technical specification shall be understood to form part of the project's terms of reference. Everything set forth therein shall be deemed final and must be complied with.</i>							
25 June 2024 to	Pre-production and production developments in							

	<table><tr><td>25 October 2024</td><td>accordance to approved timetable and technical specification.</td></tr><tr><td>26 October 2024</td><td>Submission of the Poster Material and Video Teaser to DFA</td></tr><tr><td>28 October 2024</td><td>Final Presentation of Animated Videos to DFA</td></tr><tr><td>08 November 2024</td><td>Turn-over of the complete set of Animated Series dub in English, Filipino and selected language of the DFA-OCD.  Turn over the post-credit scene.</td></tr></table> <p><i>Note: The final animated videos, teaser, post credit scene, and poster materials should be submitted in a hard drive delivered to the DFA-OCD designated office. Online submission of the videos shall only be made upon approval of the DFA-OCD.</i></p>	25 October 2024	accordance to approved timetable and technical specification.	26 October 2024	Submission of the Poster Material and Video Teaser to DFA	28 October 2024	Final Presentation of Animated Videos to DFA	08 November 2024	Turn-over of the complete set of Animated Series dub in English, Filipino and selected language of the DFA-OCD.  Turn over the post-credit scene.	
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VIII	<b>TERMS OF PAYMENT</b> <table><tr><td>15%</td><td>Upon release of the Notice to Proceed and submission of the detailed visual development and production schedule</td></tr><tr><td>20%</td><td>Upon submission and final approval of the script</td></tr><tr><td>40%</td><td>Upon submission and final approval of the complete visual development deliverables</td></tr><tr><td>25%</td><td>Upon submission and final acceptance of the poster, video teaser, and animated series video</td></tr></table>	15%	Upon release of the Notice to Proceed and submission of the detailed visual development and production schedule	20%	Upon submission and final approval of the script	40%	Upon submission and final approval of the complete visual development deliverables	25%	Upon submission and final acceptance of the poster, video teaser, and animated series video	
15%	Upon release of the Notice to Proceed and submission of the detailed visual development and production schedule									
20%	Upon submission and final approval of the script									
40%	Upon submission and final approval of the complete visual development deliverables									
25%	Upon submission and final acceptance of the poster, video teaser, and animated series video									
IX	<b>DOCUMENTARY REQUIREMENTS</b> <ol style="list-style-type: none"><li>1. Proposal and Quotation</li><li>2. Copy of Valid PhilGEPS Registration</li><li>3. Copy of Valid BIR Registration</li><li>4. Copy of current Income Tax Return (ITR)</li><li>5. Copy of Company Profile</li><li>6. Copy of Valid Business/Mayor's Permit</li></ol>									

Contact Person/Details: Ms. **CHARLIEMAGNE A. ASUNCION** / (02) 8834-4029 / [ocd@dfa.gov.ph](mailto:ocd@dfa.gov.ph) cc: [charlie.asuncion24@gmail.com](mailto:charlie.asuncion24@gmail.com)

**NOTE:**

- 1. The Service Provider must state compliance to each of the provisions in the Terms of Reference. Non-compliance of the interested suppliers to above-stated technical specifications will automatically deem their submission **FAILED**.
- 2. The Statement of Compliance must be signed by an authorized representative of the Service Provider.

**Conforme:**



**MARILYN MONTANO**  
**President**  
**ANIMATION COUNCIL OF THE PHILIPPINES, INC.**

**Date: June 18, 2024**

ANNEX "H"

DFA x ACPI Project
Animation Development Stages and Deliverables

Stage	Definition	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	
<b>1 Concept Development</b>	This stage begins with brainstorming and idea generation													Final sign-off needed from DFA Concepts will be presented for DFA to select and approve the concept
<b>2 Research</b>	Gather references, source materials and inspirations													
<b>3 Mood Boards</b>	Mood boards are created to capture the overall atmosphere and tone of the animation													Internal meeting and presentation to DFA
<b>4 Model Sheets</b>	Once the core concept is established, scriptwriting becomes a pivotal step. The script serves as the foundation for the entire animation, idea generation													
	Theme identification													
	Scriptwriting													
	Characterization													
	Setting and world-building													
	Visual style and aesthetic													
	Tone and mood													
	Story outline													
<b>7 Color Script / Concept Art</b>	A color script is developed to establish the color scheme for the animation. Concept art can be created to visualize key scenes, characters, and environments mentioned in the script. These concept art pieces serve as visual references for the animation team.													Approval of color script
<b>8 Character Design</b>	Character designers work on creating the main characters of the animation. This includes defining their appearance, personality traits and sometimes even their backstory													Approval of characters
<b>9 Model Sheets</b>	Model sheets are detailed illustrations of characters and objects from various angles. These serve as references for animators to maintain consistency in character design.													
<b>Character Expression and Poses</b>	Artists work on defining the range of expressions, poses, and movements for the characters.													
<b>10 Environment Design</b>	The artists focus on designing the settings and backgrounds where the story takes place. This includes landscapes, buildings, and any other relevant locations.													Approval of environment/locations
<b>5 Storyboarding</b>	Storyboard artists create a visual narrative of sketching out key scenes and moments in the animation. The script and storyboard come together in the creation of an animatic.													Approval of the story flow
<b>6 Animatic</b>	This is a rough, timed sequence that combines the storyboarding and animation. It is used to test the pacing, timing, and overall feel of the animation.													Approval of animatic
<b>11 Testing and Iteration</b>	Feedback and revisions are essential Visual development is a collaborative process involving input from various team members, including directors, writers, and animators.													
<b>12 Feedback and Collaboration</b>	Feedback is crucial to refining the visual. Once the visual style is established and refined, the final artwork and design assets are produced.													
<b>13 Finalization</b>	These assets serve as the foundation for the animation production.													
<b>HANDOFF TO ANIMATION PRODUCTION</b>	The visual development team provides the animation team with all the necessary assets and style guides to ensure that the animation aligns with the established visual style.													Final approval and release to production

DFA x ACPI Project

Animation Development Stages and Deliverables

- Requirements before the production starts
- 1 Approved animatic
- 2 Approved characters
- 3 Approved key backgrounds/color art/concept arts

Stage	Definition	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
1	Voice acting	Voice actors record dialogue and character voices based on the script.													
	Voice talent casting														
	Selection of voice actors														
2	Character Rigging	Recording in an audio recording studio													
	Rigging allows animators to manipulate the assets and create movements.														
3	Layout or Scene Set-up	The artist determines the placement of the characters and objects within the scene													
	Each scene is cut according to the timing														
4	Scene building	Animators will use the rigged characters and assets to create the actual animation.													
	Specified in the animatic														
5	Animation	This involves manipulating the assets using the rigging system to achieve movement.													
	Animators will use the rigged characters and assets to create the actual animation.														
6	Background Design	Background artists create the visual elements for the scenes where the animation takes													
	Backgrounds and character animation are														
7	Pre Compositing	Backgrounds and character animation are													
	roughly composited together to check sound														
8	Effects	Adding of animated effects for scenes													
	Identified that need effects														
9	Final Compositing	High resolution backgrounds and characters are edited													
10	Music Production	Sound production													
	Composited animation and music are														
11	Final Editing	Combined into a final video material													
	Final turnover to DFA														

Final sign-off  
needed from