

PURCHASE ORDER
DBM - GPPB-TSO
Entity Name

Supplier: BUSINESS UNIBUSUAL MEDIA SOLUTIONS INC.
Address: One Global Place 28th Street and 8th Avenue, BGC, Taguig
TIN: 006-769-608-000

P.O. No.: PO-AD-2023-033
Date: 26 October 2023
Mode of Procurement: Section 52.9 Small Value Procurement

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

Place of Delivery: GPPB-TSO New Building
Date of Delivery: N/A

Delivery Term: N/A
Payment Term: Land Bank's LDDAP-ADA/Bank Transfer facility

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Pieces	<p>Audio-Visual Presentation for the Government Procurement Policy - Technical Support Office (GPPB-TSO) Onboarding Process</p> <p>I. The following information shall be included in the AVP:</p> <ul style="list-style-type: none"> • Message from the Executive Director • GPPB-TSO function, Quality Policy Statement, mission, vision and core values • Function of each GPPB-TSO division • Public service values • Code of conduct of public employees and officials • GPPB-TSO internal office rules and regulation consisting of the following: <ul style="list-style-type: none"> - Time and attendance recording - Office hours - Leave application - Compensation, allowances, and benefits - Uniform or prescribed office attire - Use of GPPB-TSO facilities - Request for office supplies - Request for vehicle - Shuttle service availment - Centralized incoming and outgoing of documents and use of Document Management System - Classification of administrative offenses and penalties - Grievance Machinery • HRIS • BUDGET Union • Gender and Development <ul style="list-style-type: none"> ◆ Rape Law Amended ◆ Anti Violence against women and their children act of 2004 ◆ Anti sexual harassment act of 1995 ◆ RA 9710, Magna Carta on Women ◆ Safe Spaces Act of 2019 ◆ Gender Sensitivity ◆ Sex - Disaggregated tool for new employees • Hiring, promotion and selection process • Processing of salaries • Procurement protocols • Freedom of information • ICT protocols • SPMS guidelines • QMS / ISO 9001:2015 Information <p>Other Requirements</p> <ul style="list-style-type: none"> • The service provider shall use motion graphics, 3D animation, background music (free from royalty fee and other information graphics). The AVP shall include voice over. • The resolution shall be at least 1080 x 720 pixel • The service provider shall be responsible in developing the concept/script and storyboard. Materials to be used shall be free from copyright infringement, hence, the service provider shall obtain permission from the owner before using such material. • The service provider shall submit the list of personnel to be assigned for the development of AVP with their qualification and experience • The service provider shall submit its plan of approach and methodology for its proposed AVP together with their quotation. Interested service providers shall be required to submit a sample AVP previously completed for rating purposes • Raw video footages, pictures and other materials (hard and soft copies) used in the production of the AVP shall be the property of the GPPB-TSO and shall be turned over to the Administrative Division in USB for soft copies before the issuance of acceptance. <p>The service provider shall be evaluated based on the following criteria:</p> <p>A. Quality of Personnel: 30 B. Experience and capability of the Service Provider: 20 C. Plan of Approach and Methodology: 50</p> <p>Delivery Period:</p>	1	580,000	₱580,000.00

PURCHASE ORDER
DBM - GPPB-TBQ
 Entity Name

Appendix 61

Supplier: BUSINESS UNUSUAL MEDIA SOLUTIONS INC
 Address: One Global Place 25th Street and 5th Avenue, BGC, Taguig
 TIN: 006-789-806-000

P.O. No.: PO-AD-2023-033
 Date: 26 October 2023
 Mode of Procurement: Section 53.9 Small Value Procurement

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

Place of Delivery: GPPB-TSO New Building
 Date of Delivery: N/A

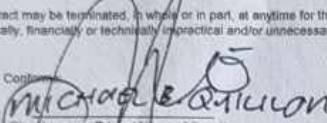
Delivery Term: N/A
 Payment Term: Land Bank's LDDAP-ADA/Bank Transfer facility

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Inception report 5 calendar days from receipt of signed PO			
		1st draft concept/script and storyboard 20 calendar days from submission of inception report			
		Revised, if necessary 10 calendar days from receipt of comments			
		Presentation of initial AVP 15 calendar days from approval of concept/script and Storyboard			
		Presentation of revised AVP 5 calendar days after the initial presentation			
		Submission of final AVP in HDD and USB 5 calendar days from approval of the revised AVP			
*****nothing follows*****					


(Total Amount in Words) Five Hundred Eighty Thousand PHP 595,566.00

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


Contract may be terminated, in whole or in part, at anytime for the convenience of the Government upon thirty (30) days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous events or changes in law, and national government policies.

Contractor:

 Signature over Printed Name of Supplier
 Date: Nov 6, 2023

Very truly yours,

Date: 2023.10.31 14:54:12 +08'00'

 Signature over Printed Name of Authorized Official
 Deputy Executive Director IV
 Designation

Fund Cluster: 01
 Funds Available: Php 580,000.00


 Harry A. Coraza
 Signature over Printed Name of Accountant IV

OR&BURS No.: _____
 Date of the ORS/BURS: _____
 Amount: _____