



DOST-PCAARRD

Department of Science and Technology

**PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES
RESEARCH AND DEVELOPMENT**

10/5-3

OFFICE OF THE EXECUTIVE DIRECTOR

September 19, 2018

NOTICE TO PROCEED

MS. SHIELA MAY GULANDRINA
Account Executive
Business Unusual Media Solutions Inc.
One Global Place, 25th Street & 5th Avenue
Bonifacio Global City, Taguig City

1841018-1-608

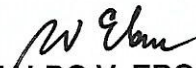
Dear Ms. Gulandrina:

The attached Contract Agreement, having been signed, notice is hereby given to you that work may proceed effective **three (3) days** after the receipt of this notice for the project "**Procurement of Services for BSP Audio Visual Presentation**" in PCAARRD, Los Baños, Laguna.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Contract Agreement.

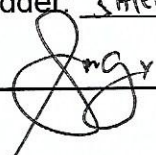
Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Institution Development Division (IDD), PCAARRD.

Very truly yours,



REYNALDO V. EBORA
Acting Executive Director

I acknowledge receipt of this Notice on : October 10, 2018
(Date of Receipt)

Name of the Representative of the Bidder: SHIELA MAY GULANDRINA

Authorized Signature: 



 PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT	DOCUMENT CODE	QMSF-ARMSS-07-01-09
	REVISION NUMBER	0
	PAGE NUMBER	1 of 1
	EFFECTIVITY DATE	May 2, 2018

JOB CONTRACT FOR SERVICES

OCT 02 2018

Job Contract No. 2018-071
 Date Prepared: 9/24/2018
 Purchase Request no. 2018-08-763SS
 AP No. 2018-08-371

- above P100,000.00 (Executive Director)
- P100,000.00 and below (FAD Director)

The Manager
BUSINESS UNUSUAL MEDIA SOLUTIONS INC.
 One Global Place 25th Street & 5th Avenue, Bonifacio Global City Taguig

1841018-608

Dear Sir/Madam:

You are hereby contracted to undertake the job described as follows:

Description:	Unit	Quantity	Unit Cost	Total Cost
Procurement of service for the Production of BSP Audio Visual Presentation	Lot	1	138,000.00	138,000.00

3-5 Minutes AVP
1-2 Minutes Teaser Version

(Pre Production)

- *Creative Consultation
- *Conceptualization
- *Script
- *Storyboard

(Production)

- *2-3 days Manila/Laguna
- *Complete set of Portable 4K Filmmaking Equipment
- *Direction
- *5-7 Production Crew
- *Professional Voice Over Talent (client approved)
- *Voice Over Recording

(Post Production)

- *Editing of 3 to 5 minutes Broadcast Quality
- *Editing of 1 to 2 minute version Broadcast Quality
- *Full HD
- *Online Time Coded Revision Form
- *Title Typography Animation
- *English Subtitle
- Musical Scoring/ Copyright Free Canned Music
- *Thumb Drive for Final Video
- *MOV, AVI, MP4 Formats for Universal Playback

TOTAL: 138,000.00

With the above-described job you are entitled to receive as payment the amount of **PESOS: ONE HUNDRED THIRTY EIGHT THOUSAND PESOS** subject to 5% EVAT and 2% EWT VAT.

It is hereby agreed that any changes in the scope of job will mean adjustment of the contracted amount, subject to availability of funds.

You are expected to complete the job within twenty two (22) days from the of your confirmation.
For inquiries regarding the job, please contact **MS. FELISA E. OCAMPO** at Telephone No. 536-0014 Loc. 237.

Job rendered is subject to inspection and acceptance by PCAARRD. In case of failure to deliver the contracted job within the specified period, your company shall be charged a liquidated damage equivalent to one tenth of one percent (1/10 of 1%) of the total contracted amount for every day of delay.

18/10/18 - 608

REYNALDO V. EBORA
REYNALDO V. EBORA

Acting Executive Director

Certified Funds Available:

CAROLINA T. BOSQUE
CAROLINA T. BOSQUE

Chief Accountant

CONFORME:

CHIEVA MAY GULANORING
CHIEVA MAY GULANORING

Signature over printed name

October 10, 2018

Date conformed

Source of Fund: ObR No.

02-31802-2018-10-00586

2018-10-12

₱ 138,000 -

Property Section:

Received by: _____

Date : _____

nv. No. _____ dated _____