



**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
 Entity Name

Supplier: <b>INFINITE DIGITAL MEDIA</b>	P.O. No: <b>2024-09-0559</b>
Address: <b>2F Petal Building Fernandez St. Brgy. Tanqiw PPC.</b>	Date: <b>September 10 2024</b>
TIN:	Mode of Procurement: <b>NP-SVP</b>

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

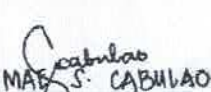
Place of Delivery: <b>DSWD SLP Palawan Regional Office - 2/F Building, PPO Complex, Brgy. Baniw, Palawan, Palawan City, Palawan.</b>	Delivery Term: <b>Full Term</b>
Date of Delivery: <b>Thirty to Forty Five (30-45) Calendar Days upon receipt of approved Purchase Order (P.O.)</b>	Payment Term: <b>15-30 days upon final inspection</b>


Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Set	<p>SLP AVP/Success Story SLP Program Participants in Palawan</p> <p>Output</p> <ul style="list-style-type: none"> <li>&gt; Script prior to shooting and for approval</li> <li>&gt; 5 to 10 mins approved video (with text graphics, sound effect, licensed music, drone shots, subtitles and animation)</li> <li>&gt; Documentation photos</li> </ul> <p>Production Arrangement</p> <p>Production Staff: 2 videographers, 1 photographer, 1 editor, and assistant</p> <p>Complete video equipment, camera lens (wide zoom, prime), drone, tripod, gimbal, microphones (Lapel/boom), lights, etc)</p> <p>Production staff expenses: transportation &amp; meals for 1-3 days</p> <p>*BMO will be present throughout the shooting days</p> <p>with experience in AVP or documentary-making for corporate or government clients (must show AVP or documentary sample videos) creative and good at story telling.</p> <p align="center">*** Nothing Follows***</p>	1	70,000.00	70,000.00
<p>Approved Budget for the Contract: Php75,000.00</p> <p>PR No.: 2024-07-0745</p> <p>Purpose: SLP AVP/Success story Video Production in Palawan</p> <p>Prepared by: Mark Anthony Diones</p>					70,000.00

(Total Amount in Words)	<b>Seventy Thousand Pesos Only</b>	<b>70,000.00</b>
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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 item/s.

Conforme:

  
**SHANIE MAE S. CABULAO**  
 Signature over Printed Name of Supplier

Very truly yours,  
  
**LEONARDO C. REYNOSO, CESO III**  
 Signature over Printed Name of Authorized Official  
**Regional Director**

Date: \_\_\_\_\_

Fund Cluster: <b>1</b> Funds Available: <b>70,000.00</b>  <b>REYNOLD WILLBERT L. TONGDO</b> Signature over Printed Name of Accountant II - Head, Accounting Section	ORS/BURS No.: <b>2024-09-02M</b> Date of the ORS/BURS: <b>SEP 12, 2024</b> Amount: <b>70,000.00</b>
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## NOTICE OF AWARD

DATE 05 SEP 2024

**Ms. Shanie Mae Cabulao**  
Authorized Representative  
INFINITE DIGITAL MEDIA  
2F Petal Building Fernandez St Brgy. Tanglaw PPC

Dear **Ms. Cabulao**:

We are pleased to inform you that the RFQ No. 2024-07-0745 for the **Service Provider of SLP AVP/Success story Video Production in Palawan** is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Bid at a Contract Price equivalent to Seventy Thousand Pesos Only (Php70,000.00). ✓

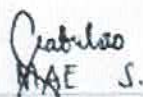
Please signify your conformity by signing below and transmitting a signed copy to us

Very truly yours,



**LEONARDO C. REYNOSO, CESO III**  
Regional Director  
Head of the Procuring Entity ✓

Conforme:

  
**SHANIE MAE S. CABULAO**

(Signature over Printed Name of Bidder's Authorized Representative)

**INFINITE DIGITAL MEDIA**

Date September 13, 2024