



WORK ORDER

Work Order No.: 05-2021
 Date : May 6, 2021
 PR No. : 2021-03-0092

MUSTACHIO CORPORATE MEDIA
 Room 3B-I Edificio Enriqueta Bldg., 422 N.S. Amoranto St.
 Quezon City
 CP No.: 0917-5401820

Gentlemen:

In accordance with existing regulations you are hereby authorized to undertake the work indicated below:

Item No.	Qty.	Unit	Description of Work	Unit Price	TOTAL
1	1	lot	Production of STARBOOKS @10 Promotional Videos Production of STARBOOKS.@10 Infomercial Videos Deliverables: 1. One - STARBOOKS WHiZ App AVP, in 4K Ultra High Difinition, max. length 2 minutes 2. Four - 30-second STARBOOKS WHiZ infomercial videos, in 4K Ultra High Difinition 3. One - STARBOOKS Online Portal teaser video, in 4K Ultra High Difinition, 1-2 minutes 4. Documents and materials for accomplishment report 5. All raw files used in project, via virtual drive All final videos to be delivered in .mov, .mpg, .avi, .and .mp4 files, in a USB flash drive, compatible for upload to social media sites, and TV playback via USB Inclusions: 1. Development of product explainer, product launch, and presentation videos featuring screen run-throughs and animated or motion graphics. 2. Production of script and story board for all videos, in coordination with DOST-STII.	394,784.00	394,784.00

page 1 of 3

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.

Funds Available 02-101-2021-05-0241
 Fund P 394,784.00
 Function/Project Starbooks

Recommending Approval:

ALAN C. TAULE
 IRAD Chief

MA. AURORA FE L. DAYANGCO
 Accountant III

APPROVED:

RICHARD P. BURGOS
 Director

Work Order Received :

By: _____

Date: _____



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Gentlemen:

In accordance with existing regulations you are hereby authorized to undertake the work indicated below:

Item No.	Qty.	Unit	Description of Work	Unit Price	TOTAL
			3. Provision for video support materials, in consultation with DOST-STII. 4. Provision for voice over talent (proficient in English) 5. Inclusion of licensed stock footage and audio, and submission of proof of license to client. 6. Subtitling service (open caption and closed caption) 7. Creation of OBB and CBB. Production of STARBOOKS @10 AVP Deliverables: 1. One - STARBOOKS AVP, in 4K Ultra High Definition, max. length 5 minutes. 2. Documents and materials for accomplishment report 3. All raw files used in project, via virtual drive. All final videos to be delivered in .mov, .mpg, .avi, and .mp4 files, in a USB flash drive, compatible for upload to social media sites, and TV playback via USB. Inclusions: 1. Development of a brand culture type video, with testimonials, screen run-through or animated graphics, and photo montage. 2. Ensure that the content is informative and demonstrative.		

page 2 of 3

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.

Funds Available 02-101-2021-05-024
 Fund \$ 394,784 -
 Function/Project Starbooks


 MA. AURORA FE L. DAYANGCO
 Accountant III

Recommending Approval:


 ALAN C. TAULE
 IRAD Chief

APPROVED :


 RICHARD P. BURGOS
 Director

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NOTE: SEE TERMS AND CONDITIONS AT THE BACK.



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Item No.	Qty.	Unit	Description of Work	Unit Price	TOTAL
			3. Production of script and story board for all videos, in coordination with DOST-STII. 4. Provision for video support materials, in consultation with DOST-STII. 5. Inclusion of licensed stock footage and audio, and submission of proof of license to client. 6. Subtitling service (open caption and closed caption) Delivery Term: Within 60 Calendar Days from receipt of NOA Payment Term: One time payment after receipt of Acceptance Report from BAC-TWG		- Php394,784.00 vvvvvvvvvvvvvvvvvvvv THREE HUNDRED NINETY-FOUR THOUSAND SEVEN HUNDRED EIGHTY-FOUR PESOS ONLY

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.

Funds Available SA-101-2021-05-024
Fund ₱ 394,784
Function/Project Starbooks

Recommending Approval:

ALAN C. TAULE
IRAD Chief

MA. AURORA FEL. DAYANGCO
Accountant III

APPROVED :

RICHARD P. BURGOS
Director

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