

Republic of the Philippines
DEPARTMENT OF TOURISM
Region III
Ground Floor, Clark Center Two-2, Clark Freeport Zone, Pampanga

SERVICE CONTRACT

KNOWN ALL MEN BY THESE PRESENTS:

This **SERVICE CONTRACT** executed by and between the **DEPARTMENT OF TOURISM** (DOT Regional Office 3) represented herein by its Regional Director, **RICHARD G. DAENOS, Ph.D.**, hereinafter referred to as the **FIRST PARTY**, and **BRAND JESTER EVENTS MANAGEMENT SERVICES**, represented herein by its Managing Director, **RAND JESTER POQUIZ**, hereinafter referred to as the **SECOND PARTY**.

WITNESSETH: That

1. The **FIRST PARTY** shall conduct the production shoot of Central Luzoon **ONLINE FOOD SERIES** from March 24-25, 2026 and do hereby contract the services of the **SECOND PARTY** to be the events management service provider in the fulfillment of the requirements for the above-mentioned project in the amount of **TWO HUNDRED SEVENTY THOUSAND PESOS ONLY (Php 270,000.00)** inclusive of taxes and subject to the usual government accounting and auditing rules and regulations;

2. The **SECOND PARTY** agrees to provide the following:

A. PRE-PRODUCTION

Creative Direction and Storyboarding

- *Development of the creative concept, episode flow, visual treatment, and shot list*

Scriptwriting and Episode Outline

- *Preparation of scripts, cooking flow, and key talking points per episode*

Production Planning and Coordination

- *Scheduling, logistics planning, and coordination of talent, venue, and crew*

Talent Coordination

- *Identification, briefing, and scheduling of hosts, chefs, or featured guests*

Location Scouting and Technical Recce

- *Assessment of venue suitability, layout, lighting, sound, and power requirements*

B. PRODUCTION

LOGISTICS AND MEALS

Venue/Studio Rental

- *Rental of approved shooting location, inclusive of basic utilities and use of space*

- *Can accommodate at least 20 pax*

Props and Cooking Equipment

- *Utensils, cookware, tableware, set dressing, and visual props needed for the cooking demo*

Transportation



- One (1) additional van for the mobilization of crew, equipment, and ingredients to and from the shooting location

- Within Pampanga

- Must be DOT-Accredited

Meals and Refreshments for Crew

- Provision of meals and water during production days (breakfast, lunch, dinner)

- For 15 pax; for two (2) days

Ingredients and Consumables

- Food ingredients and other consumable items required for recipe preparation

PRODUCTION CREW

Camera and Production Equipment

- Cameras, lenses, tripods, audio equipment, lighting, and related production tools

Production Crew / Manpower Fee

- Fees for director, camera operators, sound, lighting, production assistants, and support staff

Wardrobe and Styling

- Clothing coordination and basic styling to ensure presentable, on-brand appearance

On-site Production Management

- Supervision of shoot flow, timing, and coordination to ensure efficient execution

TALENT FEES

Professional Fees

- Hosts, chefs, content creators, or on-camera presenters, if applicable

8 pax for 4 episodes

C. POST PRODUCTION

Video Editing

- Assembly of footage, sequencing, and pacing of each episode

Color Correction and Basic Color Grading

- Enhancement of visual consistency and quality

Audio Editing and Mixing

- Cleanup, balancing, and enhancement of dialogue and ambient sound

Graphics and Titles

- Intro/outro, lower thirds, captions, and basic motion graphics

Music and Sound Effects

- Background music and sound elements, royalty-free or licensed as required

Review, Revisions, and Final Output

- Client review cycles, revisions, and final rendering in required formats for online platforms (4 outputs)



All items above shall be delivered by the **SECOND PARTY** in the amount of **TWO HUNDRED SEVENTY THOUSAND PESOS ONLY (Php 270,000.00)** inclusive of taxes and subject to the usual government accounting and auditing rules and regulations;

3. The **FIRST PARTY** hereby agrees to tender payment of the contract fees as indicated herein upon the delivery of all requirements, based on the pre-agreed timeline for deliverables.

IN WITNESS WHEREOF THE PARTIES affixed their signatures this 27th day of February 2026 in Clark Freeport Zone, Philippines.

DEPARTMENT OF TOURISM
REGION III

RICHARD G. DAENOS, Ph.D.
FIRST PARTY

BRAND JESTER EVENTS
MANAGEMENT SERVICES

RAND JESTER ROQUIZ
SECOND PARTY

FUNDS AVAILABLE:


MARIOU T. PANGILINAN
ACTING ACCOUNTANT II

SIGNED IN THE PRESENCE OF:


PATRICK V. DE LEON

ACKNOWLEDGMENT

Republic of the Philippines)
City of Quezon City
Ss. 02 MAR 2026

BEFORE ME, a Notary Public for and in the above jurisdiction on this day ____ of ____ personally appeared:

Name	Valid Government ID	Date / Place Issued
RICHARD G. DAENOS		

All known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that same is their own free and voluntary act and deed.

This instrument consisting of three (3) pages, including this page on which this acknowledgment is written has been signed on every page thereof by the parties hereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial on the date and at the place above written.

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Book No. VII
Series of 2026


ATTY. MA. CECILIA P. ABAYON
NOTARY PUBLIC
Adm Matter No. NP 233 (2025-2026)
PTR No. 7473357 - January 06, 2026
IBP OR NO. INV577526 - December 30, 2025
Roll No. 84156
MCLE Compliance No. VIII-0004212 - April 14, 2028

