



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
AGRICULTURAL TRAINING INSTITUTE
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PURCHASE ORDER

SUPPLIER: INQUIRE ACADEMY
ADDRESS: 4168 CHINO ROCES AVENUE, MAKATI CITY

P.O. No. 2021-10-174
 DATE: Oct. 13, 2021

MODE OF PROCUREMENT: DIRECT CONTRACTING

TIN: Gentلمان

Please furnish this Office the following article(s) subject to the terms and conditions contained hereto.

Place of Delivery: ATI, Dikman, Quezon City

Delivery Term: 15 WORKING DAYS

STOCK NO	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST	LEAD
	package	<p>Design and innovation services</p> <p>Training and facilitation of learning workshops on skills and campaign development for youth in agriculture</p> <p>Scope</p> <ul style="list-style-type: none"> -Customization and development of training course -Revision of training modules in soft copy -Provision of zoom link and password for the virtual workshops -Provision of at least two facilitators to run the workshops <p>Topics</p> <ul style="list-style-type: none"> -Essentials of Social Media Management and Personal Branding -Essentials of Video Production <p>Topic Inclusions</p> <ul style="list-style-type: none"> -Importance of Brand and Digital Marketing and Social Media Management -Strategy on a Page - Parameters to consider when assessing your brand, and -Creating an effective Online Strategy structure -Creating a Strong Brand Identity -Structuring content for effective delivery using a video -Understanding the capabilities and limitations of common production equipment -Managing video productions using accessible and common equipment -Producing short do-it-yourself video productions either at home or at the workplace <p>Trainers and Facilitators</p> <ul style="list-style-type: none"> -The service provider should preferably be a design and media company that specializes in digital, print, and broadcast platforms operating nationwide -Should contextualize the modules based on the agricultural vintage point -With experience in designing learning and innovation activities with other government agencies -Preferably a Design Thinking Instructor and Innovation Mentor -Conducted digital marketing campaigns across different industries <p>Full payment shall be processed 5 working days after the program</p> <p>Purpose: For the conduct of "YOUTH AGRICONNECT: Skills and Campaign Development for Youth in Agriculture"</p>	1	320,000.00 P	320,000.00	

TOTAL AMOUNT IN WORDS:

THREE HUNDRED TWENTY THOUSAND 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 (1%) for every day of delay shall be imposed.

CONFORME:

Mondessa Sales
Mondessa Sales

Very truly yours,

Rosanna P. Mhila
ROSANNA P. MHLA, PhD
 OIC, DIRECTOR IV

Signature Over Printed Name of Supplier

October 22, 2021

Date

FUNDS AVAILABLE

Joan E. Hanson
JOAN E. HANSON
 CHIEF ACCOUNTANT

OR/HR No. 2021-10-1072

Amount: P 320,000.00

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10-16-21