

## SCOPE OF WORK AND BUDGET PROPOSAL

**CLIENT** | Metropolitan Waterworks and Sewerage System  
**CLIENT CONTACT** | Atty. Patrick Ty  
**CLIENT BILLING ADDRESS** | MWSS Compound, Katipunan Ave., Matandang Balara, Quezon City

**PROJECT NAME** | Social Media Management  
**PROJECT DURATION** | March to August 2018  
**WCN** | 8MWS030196

This summarizes the scope of work that we propose to undertake in relation to the consultancy requirements of your organization and your commitment to acquire our services. To be certain this document accurately reflects our mutual understanding, please review the items and details below.

ITEMS	UNIT FEE	FREQ	TOTAL FEE
<b>I. DIGITAL CAMPAIGN</b>			
<b>Planning and Content Development [3 months]</b>	PHP 142,774.50	3	PHP 428,323.50
1 Development and review of campaign roadmap and fleshing out of tactics			
2 Client coordination and conduct of meetings including immersion			
3 Strategic consultation			
4 Overall strategy development			
5 Creation, conceptualization, copywriting, and design of six (6) content pieces including one 2-minute online video and one edit-down version			
6 Performance measurement, reporting, and recommendations including project completion report			
<i>Note: Cost indicated above does not include location shoots</i>			
<b>Community Management [2 months]</b>	PHP 88,000.00	2	PHP 176,000.00
1 Publishing of content pieces and community management for 2 months during office hours			
2 Monitoring and engagement on Facebook			
<b>Media Placement [2 months]</b>	PHP 23,530.00	2	PHP 47,060.00
1 Media buying on Facebook			
<b>Influencer Engagement [1 month]</b>	PHP 241,472.50	1	PHP 241,472.50
1 Shortlisting of target influencers and invitation of up to 5 bloggers/influencers			
2 Development of invitation and executive briefing book; conduct of face-to-face executive briefing			
3 Minimal logistics coordination including venue reservation and meals			
4 Onsite interview facilitation			
5 Follow through / monitoring and reporting of coverage			
	Subtotal	PHP	892,856.00
	Plus 12% VAT	PHP	107,142.72
	<b>Grand Total</b>	<b>PHP</b>	<b>999,998.72</b>

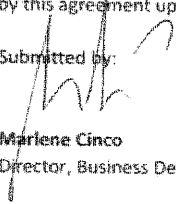
### Overall Terms and Conditions for EON's Professional Fees

- 1) The following are not covered by EON's professional fees and shall be billed at cost:
  - a. Media tokens and representation allowances
  - b. Mobile calls and long distance calls to locations outside Metro Manila
  - c. Travel accommodations and communication for EON team members who will be deployed to projects outside of Metro Manila
  - d. Subscription to publications not available in Metro Manila for monitoring
  - e. Production and third party costs for collaterals and events (i.e. talents, venue, F&B, sounds and lights, printing, etc.)
  - f. Courier/messenger services outside Metro Manila
- 2) Payment terms
  - a. For Projects: 50% down payment upon signing of contract and 50% upon project completion
  - b. For Monthly Retainer: Invoice to be issued on the first week of the month; payment after 7 days thereafter
- 3) EON will charge 17.65% service fee if client requires it to engage third party suppliers on its behalf.
- 4) Termination Engagement: 15 days advanced notice, EON to be paid commensurate to the services rendered to client.

NOTICE: EON, inc. shall impose 3.5% interest per month for overdue accounts on professional fees, agency service fees, and third party costs, duly authorized by the client, without prejudice to imposition of penalty for legal action on accounts put under special collection arrangements or litigation

If this meets your understanding of our agreement, please sign this document in the space provided below. We will commence work as covered by this agreement upon receipt of the signed copy.

Submitted by:


  
Marlene Cinco  
Director, Business Development

Noted by:

  
Val Landa  
Comptroller

Richard Arboleda  
President & COO

I acknowledge and agree to the Scope of Work, Fees, and Terms and Conditions stated above, by authority of MWSS.

  
Atty. Patrick Ty  
Chief Regulator

Date Signed: