

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2020P-0201

**NOTICE TO CONDUCT PROCUREMENT OF GOODS
AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING
SERVICES TO BE PROCURED AND PERFORMED OVERSEAS**


Pursuant to GPPB-Resolution No. 28-2017 dated 31 July 2017, the Center for International Trade Expositions and Missions (CITEM), through its Bids and Awards Committee (BAC), hereby issues this Notice for:

**HIRING OF ONSITE PHOTOGRAPHER, VISUAL MERCHANDISER,
AND STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN
GULFOOD 2021**

(Please see attached Request for Quotation Form for more details.)

Approved Budget of the Contract: USD 7,000.00 OR PHP 350,000.00

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/218 or fax no. 834-0177/8331284 or e-mail at citembac@citem.com.ph.



ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-BAC



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Company Name: _____
 Address: _____
 Contact No.: _____

Date: **25-Jan-2021**
 RFQ No: **2020P-0201**

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed and stamped in an envelope and submitted to CITEM BAC.

Schedule of Opening of Bids: 26 January 2021 Venue: Online via Zoom Time: 2:00 PM

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF THE FOLLOWING FOR THE PHILIPPINE PARTICIPATION IN GULFOOD 2021:		
1	pax	On site Photographer to be hired for 1 day (21 February 2021) ABC: USD 1,500.00 <i>Scope of Work: 1) Take photos of no less than 200 images of suggested shots of the client 2) Submit the raw files of the photos on the day of the shoot and provide the necessary equipment and props.</i>		
1	pax	Visual Merchandiser to be hired for 2 days + props ABC: USD 3,000.00 <i>Scope of Work: 1) Curate the products based on the requirement of the client and provide assistance to the on-site officers as needed Date Needed: 20 to 21 February 2021</i>		
1	pax	Stand Assistant to be hired for 5 days (21 to 25 February 2021) ABC: USD 2,500.00 <i>Scope of Work: 1) Provide assistance to on site officers 2) Provide assistance to buyers in the use of virtual pods 3) Encourage buyers/visitors to visit the Philippine booth Coordinate with contractor's stand -by computer technician, any technical problem that needs trouble shooting</i>		
TOTAL APPROVED BUDGET FOR THE CONTRACT: USD 7,000.00				
DEADLINE FOR SUBMISSION OF QUOTATION: 26 January 2021, 12NN				

Terms and Conditions:

- 1.) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.
- 2.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 3.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bids it may consider advantageous to the government.

ATTY. ANNA GRACE I. MARPURI
BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/We have indicated the prices of the above mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood and shall conform with the terms and conditions of this requirement.

Date Submitted

Signature over printed name of the Authorized Company Representative

Designation: _____

Telephone no.(s): _____