

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-2019-0314

**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 the requirement:

**“HIRING OF ON-SITE PHOTOGRAPHERS/VIDEOGRAPHERS FOR
THE PH PARTICIPATION IN SIAL MIDDLE EAST 2019”**

(Please see attached Terms of Reference for more details)

Qualifications:

1. Must be a company based and licensed in the UAE;
2. Must have at least three years of work experience in the area of photography and videography services.
3. Must be equipped with digital SLR cameras with at least 24 megapixel full frame CMOS sensor and standard equipment/accessories necessary for the conduct of the photography/videography service such as but not limited to tripod, external off-cam flash/es, boom mic, etc.
4. Must submit company profile and quotation to CITEM.

Requirement:

Bidders must submit the following documents:

1. Company profile indicating years of work experience.
2. List of equipment/accessories necessary for the conduct of the photography / videography service.

Approved Budget: PHP 152,500.00

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

**TERMS OF REFERENCE
HIRING OF ON-SITE PHOTOGRAPHERS/VIDEOGRAPHERS
FOR THE PHILIPPINE PARTICIPATION IN SIAL MIDDLE EAST 2019**

I. Background and Rationale

For the first time, the Center for International Trade Expositions and Missions (CITEM) will spearhead the Philippine participation in SIAL Middle East – Abu Dhabi 2019 (SIAL ME 2019) on 9-11 December 2019 at the Abu Dhabi National Exhibition Centre (ADNEC).

Part of the SIAL Network, SIAL Middle East 2019 continues to strengthen as a platform for food, beverage, and hospitality companies to meet quality buyers in the region deemed as the leading business hub. Support activities such as the Official Business Matching Missions (with EMB as lead), Ceremonial Opening Program, and Food Sampling Activities will be held to elevate the participation. Dignitaries from the public and private sector are expected to visit the Pavilion in lieu of these activities.

To ensure this participation and its various marketing activities are properly documented with high quality materials, CITEM will engage the services of a photography and/or videography company based in the UAE. While the CITEM on-site project officers are likewise tasked to document the overall participation, they lack the equipment to provide high quality materials for marketing and promotional materials online and offline and the manpower to cover all these activities while managing the pavilion and monitoring the sales and leads of the exhibitors.

II. Requirement

Hire a photography/videography company who will deploy a maximum of five (5) team members based in the UAE to provide the following services on the following dates/activities:

ACTIVITY, DATE, DURATION OF SERVICE, AND VENUE	REQUIREMENT
Official Business Matching Mission 8 December 2019, Novotel World Trade Center Dubai 9:30 AM – 2:00 PM	1. Exhibitor/Venue Photography 2. Events Photography 3. Video Coverage <ul style="list-style-type: none"> a. Event Coverage and Establishing Shots b. Interview/testimonials from Exhibitors/Buyers/Dignitaries/ Visitors 4. Photo Sharing
SIAL Middle East – Show Proper Day 1 with Philippine Pavilion Opening Ceremony 9 December 2019; ADNEC 10:00 – 5:00 PM (Opening Ceremony: 2:00 PM)	
SIAL Middle East – Show Proper Day 2 10 December 2019, ADNEC 10:00 – 4:00 PM	

III. Scope of Work

1. Exhibitor/Venue Photography – photo-document thoroughly the venue and Philippine pavilion settings, properly labelled exhibitor booths set-up, and display products of all the 12 companies, the kitchen area, and CITEM area;
2. Events Photography – cover all activities/interactions throughout the specified duration;
3. Video Coverage
 - i. Event Coverage and Establishing Shots – provide video stills/coverage of the activities/interaction and environment/venue shots;

- ii. Interview/Testimonials of Exhibitors/Buyers/Dignitaries/Visitors - videographers accompanied by the CITEM and/or EMB staff shall interview exhibitors, buyers, dignitaries, and visitors relating to the Philippine participation.

4. Photo Sharing

- i. Provide CITEM all raw and unedited photos or videos taken during the event after every session or as required by CITEM;
- ii. Submit to CITEM the clean/edited, color corrected, and photo/images with proper labels of the exhibitor/activity and clean/edited and color corrected full video coverage on or before 14 working days after the last engaged day of service.

IV. CITEM Undertaking

1. Provide badges for the team members and conduct pre-event briefing, as necessary;
2. Pay the company after the show upon issuance of certificate of satisfactory services rendered by the end-user.

V. Qualifications

1. Must be a company based and licensed in the UAE;
2. Must have at least three years of work experience in the area of photography and videography services;
3. Must be equipped with digital SLR cameras with at least 24 megapixel full frame CMOS sensor and standard (equipment/accessories necessary for the conduct of the photography/videography service) such as but not limited to: tripod, external off-cam flash/es, boom mic, etc.
4. Must submit company profile and quotation to CITEM.

VI. Evaluation and Mode of Procurement

Negotiated Procurement – Overseas GPPB 28-2017 - The company with the lowest and responsive financial bid will be awarded the contract.

VII. Budget

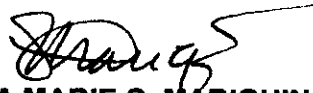
USD 2,877 for the whole duration of the indicated dates and scope of work inclusive of all applicable taxes.

Prepared by:



RIANNA ELAINE V. CUSTODIO
TIDA, Operations Group II

Noted by:



EVA MARIE C. MARIQUINA
OIC-DC, Overseas Trade Fairs
Operations Group II

Approved by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

