

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-2023-0022

**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 PHOTOGRAPHER AND STAND ASSISTANTS
FOR THE PHILIPPINE PARTICIPATION IN GULFOOD 2023**

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

Total Approved Budget of the Contract: PHP 248,000.00 or USD 4,000.00

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



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph

REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: 27 January 2023

Company Name: _____

RFQ No.: 2023-0022

Address: _____

Contact No.: _____

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 OR compressed folder and submitted to CITEM BAC.

| | |
|---|---|
| <i>Deadline of Submission of Quotations:</i> 30 January 2023 | <i>Time:</i> 05:00PM |
| <i>Schedule of Opening of Bids:</i> 31 January 2023 | <i>Time:</i> 02:00PM <i>Venue:</i> ZOOM |

HIRING OF THE FOLLOWING SERVICES FOR THE PHILIPPINE PARTICIPATION IN GULFOOD 2023:

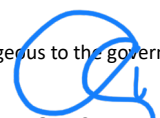
TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 248,000.00

| QTY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION | UNIT PRICE | AMOUNT |
|------------------------|------|--|------------|--------|
| 1 | pax | ONSITE PHOTOGRAPHER <i>ABC: USD 1,500.00</i> To be hired for two days (20 th to 21 st February 2023) <i>Reporting Time:</i> 10:00AM to 6:00PM to be at the Philippine Pavilion at least 30mins before start of event <i>Scope of Work:</i> <ul style="list-style-type: none"> Take photos of no less than 200 images of suggested shot list of the client (please see attached Terms of Reference for more details) Hi resolution photos, 300 dpi All photos must be cleaned To submit (via email) photos in folder in this order Gulfood2023_Photo_Documentation_Day_1_Philippine_Pavilion <i>Criteria for Selection:</i> At least 2 years of experience in covering international exhibition events (To submit a list of international clientele) | | |
| 2 | pax | STAND ASSISTANTS <i>ABC: USD 2,500.00 for 2 pax</i> To be hired for five days (20 th to 24 th February 2023) <i>Scope of Work:</i> <ul style="list-style-type: none"> Provide assistance to CITEM onsite officers Encourage buyers/visitors to visit the Philippine booth Coordinate with contractor's stand -by computer technician for any technical problems in the pavilion as determined by CITEM onsite officers. Must be fluent in English | | |
| TOTAL BID OFFER | | | | |

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 CITEM and Supplier.
- 3) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 4) This requirement is **One Project** having several items that shall be **awarded as One Contract**.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s 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): _____

Email: _____