

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-2024-0027-R1

**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 **Early Procurement Activity (EPA)** Notice for:

**HIRING OF PHOTOGRAPHER FOR THE PHILIPPINE
PARTICIPATION IN GULFOOD 2024**

(Please see attached Request for Quotation Form and Terms of Reference for more details)

Qualitative Evaluation Document to be submitted:

1. Portfolio / Company profile indicating:
 - a. Working experience in documenting (photo) in trade events (either local or international) in guest and buyer servicing
 - b. Sample photos (e-file) for Product Photography and Action shot photography.
2. List and photos of the equipment
3. Endorsement from PTIC/Ph Embassy of Ph Consul General Office

Approved Budget for the Contract: PHP 42,750.00 OR USD 750.00

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)

Date: 01 February 2024

RFQ No.: 2024-0027-R1

Company Name: _____

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 and Qualitative Evaluation Documents:</i> 05 February 2024	<i>Time:</i> 05:00PM
<i>Schedule of Opening of Qualitative Evaluation Documents:</i> 05 February 2024	<i>Time:</i> 05:00PM
<i>Schedule of Opening of Bids:</i> 06 February 2024	<i>Time:</i> 02:00PM <i>Venue:</i> ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	pax	<p>HIRING OF PHOTOGRAPHER FOR THE PHILIPPINE PARTICIPATION IN GULFOOD 2024</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 42,750.00 OR USD 750.00</u></p> <p><i>Date of service:</i> 19 February 2024, 09:30AM – 07:00PM <i>Qualitative Evaluation documents to be submitted:</i></p> <ol style="list-style-type: none"> 1. Portfolio / Company profile indicating: <ol style="list-style-type: none"> a. Working experience in documenting (photo) in trade events (either local or international) in guest and buyer servicing b. Sample photos (e-file) for Product Photography and Action shot photography. 2. List and photos of the equipment 3. Endorsement from PTIC/Ph Embassy of Ph Consul General Office <p><i>(Please see attached Term of Reference for more details.)</i></p>		

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.

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: _____

TERMS OF REFERENCE

1. PROJECT TITLE : Hiring of a Photographer for the Philippines Pavilion in GULFOOD 2024
2. DATE/VENUE : 19 February 2024, Dubai World Trade Center
Dubai, United Arab Emirates (UAE)
3. EVENT ORGANIZER : Dubai World Trade Center (DWTC)
4. REQUIREMENT : Hire one (1) professional, male Photographer
5. SCOPE OF WORK
The Photographer shall initially report to the CITEM Project Officers on-site for briefing and instructions prior to the show (February 17, 2024). He shall report to the CITEM representatives on 19 February 2024, 9:30am- 7:00pm. Hereunder are the Photographer's detailed scope of work:

The Event Photographer shall:

1. Take photos of no less than 200 images consisting of the following:
 - a. Action shots during the Ceremonial Opening
 - b. Action shots of exhibitor-buyer interactions/sampling activities
 - c. Pavilion shots only and individual booths/spaces of exhibitors
 - d. Booth and product shots of the exhibitors (with buyers)
 - e. Action shots of the VIPs
 - f. Other shots required by the onsite project coordinator
 2. Submit the raw files of the photos on the day one day after, in a hard drive and cloud storage
 3. Provide the necessary equipment and props in the delivery of the service.
6. Rating scheme and documents to be submitted :

	RATING
A. APPLICABLE EXPERIENCE	35%
Working experience/s in documenting (photo) in trade events (either local or international) in guest relations and buyer servicing, food events as advantage <ol style="list-style-type: none"> a. More than 5 events (local & international) with at least 1 food event - 35% b. 3-5 events (local & international) with at least 1 food event - 30% c. 1-2 events (local & international) with at least 1 food event - 25% d. 0 number of events - 0% 	
B. QUALITY OF PORTFOLIO SUBMITTED	40%
Submit at least twenty (20) sample photos (e-file) for Product Photography and Action shot photography. Samples will be evaluated according to: <ol style="list-style-type: none"> a. Product Photography (Focal Point, Highlights, Shadows, and Exposure) 20% b. Action shot (with models) photography (Composition, Clarity, Cleanliness, and Details) 20% 	
C. MINIMUM EQUIPMENT REQUIREMENT	20%

