

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

**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**

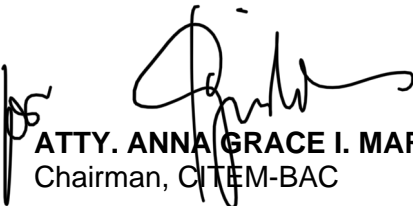
(Please see attached Request for Quotation Form and Terms of Reference for more details)

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: **25 January 2024**

Company Name: _____

RFQ No.: **2024-0027**

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.

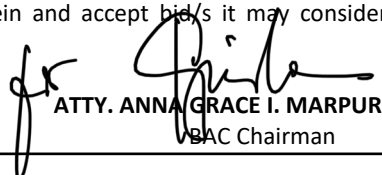
<i>Deadline of Submission of Quotations and Qualitative Evaluation Documents: 29 January 2024</i>	<i>Time: 05:00PM</i>
<i>Schedule of Opening of Qualitative Evaluation Documents: 29 January 2024</i>	<i>Time: 05:00PM</i>
<i>Schedule of Opening of Bids: 30 January 2024</i>	<i>Time: 02:00PM Venue: ZOOM</i>

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 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): _____

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%

Must comply minimum requirement: 1) Professional Digital SLR cameras, with at least 24-megapixel full frame CMOS sensor 2) Standard equipment/accessories of tripod and external off-cam flash/es	
D. WITH COMMENDABLE ENDORSEMENT BY PTIC, PHIL EMBASSY OR CONSULAR OFFICE OF THE PH IN UAE	5%
Total	100%

DOUMENTS TO BE SUBMITTED:

1. Portfolio
2. Company Profile
3. List and photos of the equipment
4. Endorsement form PTIC/PH Embassy of Ph CONSUL General Office

NOTE: Bidders who failed to submit portfolio and other requirements, shall not be included in the qualitative evaluation

Only those who get a rating of **85** and above shall proceed to the Tender of financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract.

7. DELIVERABLES AND TIMELINE

Activity/Deliverables	Timeline
Submission of bid proposals	Last week of January 2024
Photographer's Actual Service	19 February 2024, 9:30-7:00pm

8. MANNER OF AWARD: Lowest Calculated Responsive Bid

9. PAYMENT SCHEDULE: Full Payment upon submission of complete deliverables

10. APPROVED BUDGET FOR THE CONTRACT: US\$750 /day x 1 day x 1 pax = US\$ 750.00 x Php57
Php 42,750.00

Prepared by:

Vicky M. Arellano
VICKY M. ARELLANO
STIDS

Recommending Approval:

Rowena G. Mendoza
ROWENA G. MENDOZA
OIC-Department Manager, OG2

Approved by:

Dr. Edward L. Ferreira
DR. EDWARD L. FERREIRA, Ph.D
Executive Director

01.19