

**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-2021-0111**

**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:

**INTERNET REQUIREMENTS FOR THE OPENING CEREMONY FOR  
CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2021**

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

**Approved Budget of the Contract: USD 1,000.00 OR PHP 50,000.00**

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](mailto:citembac@citem.com.ph).



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



**REQUEST FOR QUOTATION  
 (OVERSEAS PROCUREMENT)**

Date: 22 October 2021

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

RFQ No.: 2021-0111

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.

<b>Deadline of Submission of Quotation:</b> <u>27 October 2021</u>	<b>Time:</b> <u>05:00PM</u>	
<b>Schedule of Opening of Bids:</b> <u>28 October 2021</u>	<b>Time:</b> <u>02:00PM</u>	<b>Venue:</b> <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>INTERNET REQUIREMENTS FOR THE OPENING CEREMONY FOR CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2021</b></p> <p><i>(Please see attached Term of Reference for more details)</i></p> <p><i>100mbps Internet + Router</i></p> <p><i>Duration: 05-10 November 2021</i></p> <p><b>APPROVED BUDGET FOR THE CONTRACT:</b></p> <p><u>USD 1,000.00 or PHP 50,000.00</u></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 (TOR)**  
HIRING OF SERVICE PROVIDER FOR MANPOWER SERVICES & INTERNET REQUIREMENTS

PROJECT TITLE	CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2021
EVENT DATES	05-10 November 2021
VENUE	National Exhibition and Convention Center (Shanghai) Co. Ltd. Shanghai, China
BUDGET	Php 250,000.00
REQUIREMENT TO BE PROCURED	Hiring of Service Provider for Manpower Services (Visual Merchandisers, Photographer, Cleaners) and Internet Requirements
ENGAGEMENT PERIOD	04-10 November 2021
SCOPE OF WORK	<p><b>Manpower Requirements</b></p> <p>A. <i>Visual merchandisers</i></p> <ul style="list-style-type: none"> <li>➤ Curate the products based on the requirement of the client and provide assistance to the on-site officers as needed.</li> <li>➤ Provision of Visual Merchandiser Props</li> </ul> <p>B. <i>Photographer</i></p> <ol style="list-style-type: none"> <li>1. To take photos of no less than 200 images consisting of the following:             <ol style="list-style-type: none"> <li>a. Action shots during the Ceremonial Opening</li> <li>b. Group Photos (such as VIPs, VIPs + PH delegation, PH delegation only etc.)</li> <li>c. Action shots of exhibitor-buyer interactions</li> <li>d. Pavilion shots (with and without people)</li> <li>e. Booth and product shots of the exhibitors</li> <li>f. Action shots of the VIPs</li> <li>g. Other shots required by the onsite project coordinator</li> </ol> </li> <li>2. To submit the raw files of the photos on the day of the shoot, in a flash drive or cloud drive, whichever is applicable.</li> </ol> <p>C. <i>Cleaners/ Helpers/ Janitors/Sanitizer</i></p> <ol style="list-style-type: none"> <li>a. Provide manpower assistance to the onsite officers (e.g. carry items, unpack, etc) as needed</li> <li>b. Every start and end of the show</li> <li>c. Provide manpower assistance to the onsite officers</li> </ol>
SPECIFIC REQUIREMENTS	<p><b>Internet Requirements (05-10 November)</b></p> <p>100mbps Internet + Router</p> <p><b>Manpower Requirements</b></p> <ol style="list-style-type: none"> <li>a. Visual Merchandisers (2 pax x 2 days on Nov.4-5)</li> <li>b. Photographer ( 1 pax x 2 days on Nov.4-6)</li> <li>c. Cleaners/ Helpers/ Janitors/Sanitizers (2 pax on Nov.3-10)</li> </ol>


Prepared by:

  
**VICKY M. ARELLANO**  
STIDS, OG2-OTF & BCSE

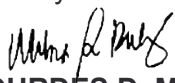
Noted by:

  
**KATRINA C. PINEDA**  
DC, OIC-OG2 OTF & BCSE

Recommending Approval:

  
**ROWENA G. MENDOZA**  
OIC-DM, OG2

Approved by:

For   
**MA. LOURDES D. MEDIRAN**  
Deputy Executive Director