

**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-2022-0015**

**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 PRODUCTION OUTFIT FOR THE OPENING  
CEREMONY FOR GULFOOD 2022**

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

**Qualitative Evaluation Documents to be submitted:**

1. Curriculum Vitae / Portfolio indicating:
  - a. Relevant work experiences and expertise in the production outfit industry
  - b. Relevant work experiences and expertise of the team
2. Submit a Concept based on the program
3. Submit a list and photos of the equipment required.

**Approved Budget for the Contract: PHP 451,860.00 or USD 8,860.00**

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)

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

Date: 19 January 2022  
RFQ No.: 2022-0015

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.

Deadline of Submission of Quotation and Qualitative Evaluation Documents: <u>24 January 2022</u>	Time: <u>12:00NN</u>
Schedule of Opening of Qualitative Evaluation Documents: <u>24 January 2022</u>	Time: <u>12:00NN</u>
Schedule of Opening of Bids: <u>25 January 2022</u>	Time: <u>02:00PM</u> Venue: <u>ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;"><b>HIRING OF PRODUCTION OUTFIT FOR THE OPENING CEREMONY FOR GULFOOD 2022</b></p> <p style="text-align: center;"><i>(Please see attached Term of Reference, Shot List, and Action Shots for more details)</i></p> <p style="text-align: center;"><b>APPROVED BUDGET FOR THE CONTRACT:</b> <u>PHP 451,860.00 or USD 8,860.00</u></p> <p><u>Inclusions:</u></p> <ol style="list-style-type: none"> <li>a. Ribbon Cutting props and materials</li> <li>b. Podium, microphones, speaker</li> <li>c. Live Zoom Casting</li> <li>d. Technical Rider</li> <li>e. Medium to large-sized flowers (6 standee flowers)</li> <li>f. On-site cameraman/videographer to do the video recording connected to Livestreaming</li> <li>g. Onsite Emcee/Host</li> <li>h. Onsite Event Coordinator</li> </ol> <p><u>Qualitative Evaluation Documents to be submitted:</u></p> <ol style="list-style-type: none"> <li>1. Curriculum Vitae / Portfolio indicating:               <ol style="list-style-type: none"> <li>a. Relevant work experiences and expertise in the production outfit industry</li> <li>b. Relevant work experiences and expertise of the team</li> </ol> </li> <li>2. Submit a Concept based on the program</li> <li>3. Submit a list and photos of the equipment required.</li> </ol>		

**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 PRODUCTION OUTFIT FOR THE OPENING CEREMONY

PROJECT TITLE	GULFOOD 2022
EVENT DATES	13-17 February 2022
VENUE	DWTC, Dubai, UAE
BUDGET	Php 451,860.00
REQUIREMENT TO BE PROCURED	Hiring of Production Outfit for the Opening Ceremony
ENGAGEMENT PERIOD	12 February 2022 - set up and rehearsal (check equipments) 13 February 2022 - actual event
SCOPE OF WORK  Note:  Props to be provided by Supplier	<b>Production Outfit for the Opening Ceremony</b> <ul style="list-style-type: none"> <li>➤ Conceptualization of the Opening ceremony</li> <li>➤ Provision of the emcee/host, Opening Ceremony coordinator and Opening Ceremony requirements as specified below</li> <li>➤ Streaming of live event on cloud based communications platform preferably ZOOM;</li> <li>➤ Guide/direct the photographer and onsite cameraman/videographer during the opening ceremony</li> <li>➤ Provide client with high res copy of photos &amp; videos</li> </ul>
SPECIFIC REQUIREMENTS  Note: Length of live zoom casting - none required but must capture the Opening Ceremony program in full.	<b>Opening Ceremony</b> <ol style="list-style-type: none"> <li>a. Ribbon Cutting props and materials             <ol style="list-style-type: none"> <li>a.1. Scissor – 10 pcs.</li> </ol> </li> <li>b. Podium (1), microphones (4), speaker (4 or based on quantity allowed by the Organizer)</li> <li>c. Live Zoom Casting including backend operation during live viewing in the Philippines;</li> <li>d. Technical Rider (equipment to connect sound system to Led wall and microphone)</li> <li>e. Flower arrangement (6 sets based on preferred design/arrangement)</li> <li>f. On-site cameraman/videographer (1 person that can connect video camera to live streaming platform, recording of actual event and provide video shots of pavilion based on submitted shot list)</li> </ol>

**QUALIFICATION REQUIREMENTS AND SELECTION PROCESS**

CRITERIA	VALUE POINT
<p><b>1. Company Profile</b> The company should be at least 3 years in the production outfit industry. Length of relevant experience:</p> <ul style="list-style-type: none"> <li>• 9 years or more (35 points)</li> <li>• 6-8 years (25 points)</li> <li>• 3-5 years (15 points)</li> </ul> <p><b>Document Required:</b> Portfolio indicating relevant work experiences and expertise in the production outfit industry</p>	35

CRITERIA	VALUE POINT
<b>2. Creativity of Concept</b> The company must be able to submit a Concept based on the program. Theme (10 points) Clarity of Concept (10 points) Creativity (10 points)	30
<b>3. Provision of onsite team</b> The company must provide on onsite team to include a host and an onsite coordinator  <b>Document Required: CV/ Portfolio</b> indicating relevant work experiences and expertise of the team	25
<b>4. Availability of Equipment</b>  The company should be able to send a list and photos of the equipment required. 1. Send list and photos of equipment- microphone, podium, speaker (10 points) 2. Send list only of the equipment (5 points)	10
<b>TOTAL</b>	<b>100</b>

The BIDS and Awards Committee (BAC) through the Technical Working Group (TWG) shall conduct a qualitative evaluation with corresponding points to all prospective bidders.

Prospective bidders who receive a passing score of **80** shall proceed with the financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post-qualification, if required.

Prepared by:

  
**CHOL D. DELA PAZ**  
 STIDS

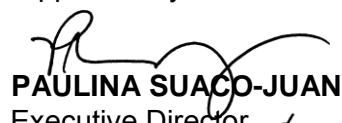

Noted by:

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

Recommending approval:

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

Approved by:

  
**PAULINA SUACO-JUAN**  
 Executive Director 

**CONSOLIDATED SHOT LIST FOR GULFOOD 2022**

**OPENING CEREMONY SHOT LIST**

CAMERA VIEW NO.	SHOTLIST	TYPE	REMARKS
1	FRONT VIEW OF ACTUAL OPENING CEREMONY	VIDEO + PHOTO CAMERA	1. CAPTURE THE WHOLE PROGRAM 2. PROVIDE CLOSE UP SHOT OF EACH SPEAKER 3. PROVIDE ACTION SHOT OF THE WHOLE PROGRAM WITH AUDIENCE
2	PERSPECTIVE VIEW FROM RIGHT SIDE OF OPENING CEREMONY	PHOTO CAMERA	ACTION SHOT OF WHOLE PROGRAM
3	PERSPECTIVE VIEW FROM LEFT SIDE OF OPENING CEREMONY	PHOTO CAMERA	ACTION SHOT OF WHOLE PROGRAM
4	OVER-ALL PERSPECTIVE VIEW OF CLUSTER B PAVILION	PHOTO CAMERA	ACTION SHOT OF WHOLE PROGRAM CAPTURING THE OVER-ALL PERSPECTIVE VIEW OF CLUSTER B

**EVENT PROPER SHOT LIST CLUSTER B**

CAMERA VIEW NO.	SHOTLIST	TYPE	REMARKS
1	OVER-ALL LEFT PERSPECTIVE VIEW OF CLUSTER B PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
2	FRONT VIEW OF PREPARATION AREA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
3	CLOSE-UP VIEW OF GONDOLA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF GONDOLA WITH PRODUCTS
4	CLOSE-UP VIEW OF WALL SHELVES	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF WALL SHELVES WITH PRODUCTS
5	PERSPECTIVE VIEW OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
6	FRONT VIEW OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
7	PERSPECTIVE VIEW OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
8	INTERIOR PERSPECTIVE VIEW OF EXHIBITOR AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
9	INTERIOR PERSPECTIVE OF PREPARATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
10	INTERIOR PERSPECTIVE OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
11	INTERIOR PERSPECTIVE OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)

EVENT PROPER SHOT LIST CLUSTER A			
CAMERA VIEW NO.	SHOTLIST	TYPE	REMARKS
1	OVER-ALL LEFT PERSPECTIVE VIEW OF CLUSTER A PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
2	PERSPECTIVE VIEW OF EXHIBITOR AREA FROM OUTSIDE THE PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
3	INTERIOR PERSPECTIVE OF EXHIBITOR AREA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
4	CLOSE-UP VIEW OF WALL EXHIBITOR SHELVES	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF WALL SHELVES WITH PRODUCTS
5	CLOSE-UP VIEW OF GONDOLA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF WALL SHELVES WITH PRODUCTS
6	OVER-ALL FRONT VIEW OF CLUSTER A PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
7	OVER-ALL RIGHT PERSPECTIVE VIEW OF CLUSTER A PAVILION	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)

Include **PHOTO** Action Shots for the ff:

1. Opening Ceremony
  - a. Include at least 2 pictures of each speaker.
  - b. Ribbon Cutting
    - i. At least 2 pictures of each participant in the ribbon cutting
    - ii. Wide angle shot of ribbon cutting ceremony participants
    - iii. Wide angle shot of ribbon cutting ceremony with audience
  - c. Photo-op in front of the pavilion (together with the bouquet, Pavilion, and participants)  
(VIPs, VIPS + PH Delegation, PH Delegation only)
2. Business matching activities
3. Interaction of buyers in the Exhibitor Product Display
4. Interaction of visitors watching the LED Video Wall
5. Interaction of visitors inquiring in Reception Area
6. Visitors scanning the QR codes on the Storage Wall
7. Visitors scanning QR codes of exhibitors
8. Perspective shots of pavilion with visitors
9. Interaction of VIPs inside the Pavilion
10. Time-lapse shot of the pavilion

Include **VIDEO** Action Shots for the ff:

1. Opening Ceremony
  - a. Include focus video of each speaker.
  - b. Ribbon Cutting
    - i. Focus video of each participant in the ribbon cutting
    - ii. Wide angle shot of ribbon cutting ceremony participants
    - iii. Wide angle shot of ribbon cutting ceremony with audience
  - c. Video in front of the pavilion (together with the bouquet, Pavilion, and participants)  
(VIPs, VIPS + PH Delegation, PH Delegation only)
2. Business matching activities
3. Interaction of buyers in the Exhibitor Product Display
4. Interaction of visitors watching the LED Video Wall
5. Interaction of visitors inquiring in Reception Area
6. Visitors scanning the QR codes on the Storage Wall
7. Visitors scanning QR codes of exhibitors
8. Perspective shots of pavilion with visitors
9. Interaction of VIPs inside the Pavilion
10. Time-lapse shot of the pavilion