

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-2023-0139

REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**HIRING OF PHOTOGRAPHY AND VIDEOGRAPHY DOCUMENTATION SERVICES
FOR MANILA FAME 2023**

(Please see attached Request for Quotation Form and Terms of Reference for detailed requirement and scope of work)

Approved Budget for the Contract	: PHP 900,000.00
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 09 October 2023, 12:00PM
Opening of Qualitative Evaluation Documents	: 09 October 2023, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 10 October 2023, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at citembac@citem.com.ph for request of the link. The link will be released on the actual day of the procurement activity.

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder)

- Mayor's Permit for the current year or for individuals exercising a profession, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.
- Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)**
PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.
- Latest Income/Business Tax Return**
- Notarized Omnibus Sworn Statement**
- Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

Financial Bid (2nd Envelope / Compressed Folder)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- Submit at least twenty (20) sample event coverage photos for product photography, (including but is not limited to event landscape, photojournalism, etc. and at least five (5) most recent event videos through online submission (as proof of expertise of the creatives mostly on Lifestyle Photography and Videography) which the bidder will subcontract during the project implementation.**
- List of equipment with specifications that the photography and videography team will use during the location shoot**
- List of clients**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue Others: _____

Date: 05 October 2023

RFQ No.: 2023-0139

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 / citembac@citem.com.ph.

Deadline of Submission of Eligibility Documents, Financial Bid, Qualitative Evaluation Documents: 09 October 2023	Time: 12:00PM
Schedule of Opening of Qualitative Evaluation Documents: 09 October 2023	Time: 12:00PM
Schedule of Opening of Eligibility Documents and Financial Bid: 10 October 2023	Time: 02:00PM Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p align="center">HIRING OF PHOTOGRAPHY AND VIDEOGRAPHY DOCUMENTATION SERVICES FOR MANILA FAME 2023</p> <p align="center"><i>(Please see attached Terms of Reference for detailed requirements and scope of work)</i></p> <p align="center"><u>APPROVED BUDGET FOR THE CONTRACT: PHP 900,000.00</u></p>		

Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax**.
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.

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 J. 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

MANILA FAME 2023 HIRING OF PHOTOGRAPHY AND VIDEOGRAPHY DOCUMENTATION SERVICE PROVIDER

BACKGROUND

The Center for International Trade Expositions and Missions (CITEM) is mandated to market and promote the Philippines as a reliable source of quality export products and services in the global market through trade fairs and missions and other export promotional programs. CITEM enables local companies to become global champions through sustainable export programs and activities that promote Philippine products and service in priority markets.

Manila FAME is the Philippines' premier trade show for quality home, fashion, and lifestyle products. Since 1983, it has been supporting and showcasing Philippine MSMEs and artisan communities from the home, fashion and lifestyle sectors through various capacity-building efforts, collaborations with international design figures, and networking activities with buyers from around the world.

The 71st edition of Manila FAME to be held on 19-21 October 2023 at the World Trade Center Metro Manila (WTCMM) returns on-site with the promise of endless possibilities, as the country's finest artisans and designers come together to prove once again that Filipino creativity knows no bounds.

Product categories to be featured in the show include: furniture, home decor and houseware, lamps and lighting, fashion, festive and seasonal decor, gifts and beauty and wellness. In Manila FAME, you can find and source from manufacturers, artisans, traders, business support organizations, independent designers and artists and brands that produce top-of-the-line Philippine-made products.

RATIONALE

Now in its 71st year, Manila FAME aims to further cement its reputation as Asia's only design and lifestyle event that caters to a wide variety of exceptionally handcrafted products from furniture and furnishings to holiday décor and fashion. This event enables brands and companies to establish themselves and use various innovative ideas that set them apart from other brands.

Every edition essentially requires a full photography and videography coverage for the following purposes:

- Photo and Video Documentation
- Production of marketing and promotional materials (brochures, postcards, banners, billboards, posters, e-cards, etc.) for distribution to foreign and local buyers, Philippine Trade Posts and Embassies, as well as local foreign embassies, etc.;
- Public relations including publicity and advertisements (press/photo releases, ad copies for local and international broadsheets and magazines both in print and digital formats); and
- Online and social media publicity (social media accounts of CITEM and/or Manila FAME).

In order to effectively showcase a wide and diverse range of products, brands and activities, a dedicated team capable of providing a full photo and video event coverage is needed. However, CITEM's Communications and Creative Services Department (CCSD) cannot provide the required production team and professional equipment to effectively deliver the quality and quantity of outputs. With these limitations, there is a need to source for a Photography and Videography Service Provider to support CITEM in its content creation and promotional efforts.

SCOPE OF WORK

A. EXHIBITOR/VENUE PHOTOGRAPHY

Professionally shoot, photo document and capture the following:

- Exhibitor booths (approx. 300 exhibitors), best angles, preferably without people or with minimal distractions around and within the booth;
- Sample products (3 or more items) within each exhibitor booth that best represents the product line of the brand or company; and
- All angles, clusters, and details all special settings and venue.

B. EVENTS PHOTOGRAPHY

Professionally shoot, photo document and capture the following:

- All activities and special events of Manila FAME 2023 at WTC (registration, opening ceremony, VIP tour, guests, branded sessions, etc.);
- Exhibitor, buyer, visitor and product interactions; and
- Presence of all VIP, media, celebrities and guests in attendance during the event.
- Special setting Partner Agencies, Sponsors.
- Buyer and Exhibitor Interviews

C. EVENTS VIDEOGRAPHY

Professionally shoot and capture the following on video:

- 1)
 - Establishing, registration, major programs and all other side-activities and events;
 - Presence of all VIPs, government officials, media and celebrities, among others, in attendance during the event;
 - Exhibitors' booths, products, exhibition spaces, talks/seminars, special settings;
 - Interactions between exhibitors, buyers and visitors;
 - Buyer and exhibitor interviews; and
 - All program highlights and activities (registration, opening ceremony, VIP tour, guests, etc.).
 - Timelapse documentation of Ingress to official opening.
- 2) Assign a separate team to cover onsite buyer and exhibitor interviews together with the Communications and Content Team. The team must at least have one (1) videographer, one (1) audio recordist and one (1) coordinator.

D. POST PRODUCTION

- 1) Produce professional-quality same-day-edits (SDEs) of the following:
 - Day 1 90s 16:9 (H.265, mp4, 1080p, color-corrected, copyright-free music, Manila FAME branding);
 - Day 1 15s 9:16 (H.265, mp4, 1080p, color-corrected, copyright-free music, Manila FAME branding);
 - Day 2 90s 16:9 (H.265, mp4, 1080p, color-corrected, copyright-free music, Manila FAME branding);
 - Day 2 15s 9:16 (H.265, mp4, 1080p, color-corrected, copyright-free music, Manila FAME branding);
 - Day 3 90s 16:9 (H.265, mp4, 1080p, color-corrected, copyright-free music, Manila FAME branding); and
 - Day 3 15s 9:16 (H.265, mp4, 1080p, color-corrected, copyright-free music, Manila FAME branding).
- 2) Produce professional-quality 1-minute highlight videos of the following:
 - Opening Ceremony + VIP Tour + Buyer's Lounge;

- Exhibition Halls + Special Settings;
- Talk and Seminars

3) All outputs must be exported in this format: 16:9, H.265, mp4, 1080p, color-corrected, with copyright-free music and Manila FAME branding.

E. TURNOVER

Provide the following in a portable hard drive during the event:

- All raw (unedited) and sorted photos taken after every session or as required by CITEM; and
- Two (2) SDEs (90s and 15s) at the end of each day for three (3) days.

Submit edited, color-corrected, and properly labeled photos and all raw and edited highlight videos in a 4TB portable hard drive to CITEM strictly **on or before 15 working days after the last day of the event.**

All photos and videos taken, together with the 4TB portable hard drive shall be owned by CITEM.

REQUIREMENTS

A. PHOTOGRAPHY EQUIPMENT

- Equipment/Accessories
- Professional digital SLR camera, with at least 24 megapixel, preferably full-frame, CMOS sensor;
- A quick transfer system of images/photos from camera to other devices (Mac OS, Android, PC based); and
- Standard equipment/accessories of tripod and external off-camera flash/es.

B. VIDEOGRAPHY EQUIPMENT

- Professional full-sensor mirrorless cameras capable of, at least, full HD (1980x1080) resolution, 60 frames per second and 3000 ISO.
- Standard professional-grade rigs, stabilizers, lenses, lighting equipment and audio equipment capable of capturing for both portrait and landscape orientations.

C. PRODUCTION TEAM

1. Photographers

- At least four (4) exhibitor/venue photographers, with one assistant each dedicated to shoot and document exhibitor booths, sample products within each exhibitor booth, physical arrangements and signage, and special settings.
- At least two (2) event photographers, with at least one assistant dedicated to document all activities, special events (registration, opening ceremony, exhibit tour, etc.), and interactions during the event.
- At least one (1) photographer dedicated to cover photography requirements for CITEM's social media team.
- Additional photographers or assistants are at the discretion of the service provider.
- At least two (2) Special setting photographers, with at least one assistant dedicated to document all product and vignette shots for the special setting focusing on product development products during the event.

2. Videographers

- At least two (2) event videographers, with at least one assistant dedicated to document all major activities, special settings, products, interactions and other exhibit halls.

- At least two (2) event videographers, with at least one assistant dedicated to cover talks and seminars, cooking demonstrations, food tasting activities and product presentations.
- At least one (1) event videographer with audio equipment dedicated to cover exhibitor and buyer interviews.
- Additional videographers or assistants are at the discretion of the service provider.
- At least two (1) event videographer, with at least one assistant dedicated to document all product and vignette shots for the special setting focusing on all product development products during the event.

RESPONSIBILITIES OF THE SERVICE PROVIDER

During and after the event, the service provider shall:

- Efficiently and effectively implement the scope of work/coverage and ensure at least a very satisfactory delivery of the outputs stipulated/required;
- Ensure the availability of all personnel onsite one (1) hour before the start of the event and one (1) hour after the end of the event;
- Ensure the capability in terms of equipment and personnel; and,
- Deliver all the requirements in a timely manner.

RESPONSIBILITIES OF CITEM

During and after the event, CITEM shall:

- Provide Shot List to be finalized with the supplier.
- Help the service provider/contractor in facilitating or acquiring easy access to all products and areas identified for coverage.
- Exclusively keep the rights/ownership of all images/concepts created or developed by reason of this engagement/contract.

TIMELINE OF ACTIVITIES

Pre-production Meeting	October 16, 2023
Event Proper	October 19-21, 2023
Submission of raw photos and SDEs per day	October 19-21, 2023
Final submission of all files	November 13, 2023

APPROVED BUDGET OF THE CONTRACT (ABC)

Php 900,000.00 – Nine Hundred Thousand Pesos (Tax-Inclusive)

PENALTIES

Penalize, if deemed necessary, or deduct the contract price if violations are incurred, such as delay in delivery, quality of service, or non-compliance to the project outputs, among others.

EVALUATION SYSTEM

- Interested bidders shall undergo a qualitative mode of procurement. The Qualitative Evaluation (QE) shall be made up by an in-house panel composed of the CITEM division /department

representatives.

B. For evaluation, the bidder shall provide softcopies of the following documents through an online drive link as proof for the Qualitative Evaluation Matrix on Page 5 of this document:

1. High quality portfolio with a minimum of (20) samples of Event Photography and Videography Product or lifestyle Photography through online submission.
2. List of available equipment with specifications that the photographer/s and videographer/s or company possess and intend to use in executing CITEM's requirements.
3. Photographers/Videographer's company background with a profile of its clients (with contact person/s) within the last five (5) years. Samples of client usage is highly recommended. (Eg. photos and videos used in publications, print material and digital platforms.)

Bidders who fail to submit softcopies of their portfolio and other requirements through an online drive link shall not be included in the qualitative evaluation.

C. All bid documents must be submitted on or before the deadline. Bidders who have scored an average of 90% and above in the Qualitative Evaluation shall proceed to the Opening of Financial Bid Documents.

QUALITATIVE EVALUATION MATRIX

Document Required	Statement of Compliance
<p>TECHNICAL EXECUTION</p> <p>Submit at least twenty (20) sample event coverage photos for product photography, (including but is not limited to event landscape, photojournalism, etc. and at least five (5) most recent event videos through online submission (as proof of expertise of the creatives mostly on Lifestyle Photography and Videography) which the bidder will subcontract during the project implementation.</p> <p>Samples will be evaluated according to:</p> <ol style="list-style-type: none"> 1. Photo and Video Event Coverage of any Trade Show or Exhibition. 30 POINTS 2. Product Photography (Focal Point, Highlights, Shadows, and Exposure) 10 POINTS 3. Stylized and Action Shots (Composition, Clarity, Cleanliness, and Details) 10 POINTS 4. Videography and Editing (Storyline, Framing, Editing, Grading, and Final Output Quality) 10 POINTS 	<p>60 POINTS</p>
<p>MINIMUM EQUIPMENT REQUIREMENTS</p> <p>Submit a list of equipment with specifications that the photography and videography team will use during the location shoot.</p> <p>Bidders must comply with the following minimum requirements:</p> <ol style="list-style-type: none"> 1. Professional Digital SLR cameras, with at least 24-megapixel full frame CMOS sensor. 2. Standard equipment/accessories of tripod and external off-camera flash/es. 3. Camera stabilizers and lens sets. 20 POINTS 	<p>20 POINTS</p>

CLIENTELE Submit a list of clients as proof of expertise in handling projects for local and international audiences. 10 POINTS	20 POINTS
TOTAL : 100 POINTS	

Bidders with an average of 90 and above points in the Qualitative Evaluation shall qualify for the Financial Bid Opening. The lowest and most responsive Financial Bid shall be considered the Official Photo and Video Service Provider for this requirement.

Prepared by:


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Recommending Approval:


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