

**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-2024-0128**

**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 WITH STYLING SERVICES FOR TOKYO INTERNATIONAL GIFT SHOW  
AUTUMN 2024 AND FINOPINAS 2024**

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

Approved Budget for the Contract	: <b>PHP 500,000.00</b>
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: <b>15 July 2024, 05:00PM</b>
Opening of Qualitative Evaluation Documents	: <b>15 July 2024, 05:00PM</b>
Opening of Eligibility Documents and Financial Bid	: <b>16 July 2024, 02:00PM</b>

Conduct of Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). 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)*

1. **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.*
2. **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.*
3. **Notarized Omnibus Sworn Statement**
4. **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)*

- i. **Curriculum Vitae of photographer assigned for the contract**
- ii. **Portfolio of the firm (either online or in print)**
- iii. **Firm's list of clients and campaigns**

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

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. Online submission to the BAC Secretariat through email at [citembac@citem.com.ph](mailto: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](mailto:citembac@citem.com.ph).

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



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City  
 Tel.: (632) 8-831-2201 local 309/294 E-mail: [citembac@citem.com.ph](mailto:citembac@citem.com.ph)

CITEM.BAC.FR.009  
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## 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: 11 July 2024  
 RFQ No.: 2024-0128

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

<i>Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 15 July 2024</i>	<i>Time: 05:00PM</i>
<i>Schedule of Opening of Qualitative Evaluation Documents: 15 July 2024</i>	<i>Time: 05:00PM</i>
<i>Schedule of Opening of Eligibility Documents and Financial Bid: 16 July 2024</i>	<i>Time: 02:00PM Venue: Zoom</i>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>HIRING OF PHOTOGRAPHY WITH STYLING SERVICES FOR TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2024 AND FINOPINAS 2024</b></p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 500,000.00</u></p> <p><i>(Please see attached Terms of Reference for more details.)</i></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 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 FOR THE PROCUREMENT OF  
PHOTOGRAPHY WITH STYLING SERVICES  
TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2024**

**I. Event Brief**

<b>Title</b>	Tokyo International Gift Show (TIGS) Autumn 2024 & FINOPINAS 2024
<b>Location</b>	c/o Photographer's recommendation
<b>Product Sector</b>	Home Décor, Lighting, Gifts, and Fashion
<b>Budget</b>	Php500,000
<b>Target Date of Shoot</b>	Between July 29 – August 4, 2024

**II. Show Background**

After more than eight years, Philippines will again mount a country Pavilion in Tokyo International Gift Show (TIGS) 2024. TIGS is the largest B2B trade show in Japan and one of the largest trade shows for lifestyle and gift in the world. It has been held twice every year since 1976. It has a wide range of buyer profile that are in search of different types of suppliers and products with different price points. Further, to supplement the participation, a solo Philippine exhibit will be mounted in time with TIGS. FINOPINAS is a B2B event showcasing Philippine creativity through home, furniture, fashion, and visual arts products.

In this regard, a holistic content development will be undertaken. One intervention is product photoshoot for the newly developed products of our participating companies following the designs of our TIGS Creative Director, Wataru Sakuma. Outputs from the shoot will be utilized in the production of promotion materials such as press release articles, ad space banners, social media title cards, and onsite materials like brochures and press kits. Thus, a service provider for product photography will be procured specifically for this purpose.

The selected photographer should possess a keen eye for details and extensive experience in capturing high-impacce still images. The roles is to ensure that our products highlight the exceptional craftsmanship and materials used by our participating exhibitors. Outputs should be able to attract the attention of potential buyers that could translate into business outcomes for the participation.

**III. Objectives**

1. To create visually striking images that showcase distinctive materials of our products, highlighting its material, technique, and craftsmanship, suitable for traditional and digital marketing collaterals.
2. To produce compelling and sufficient photos that capture buyers' interest and drive them to pursue business resulting to sales and favorable outcomes among participating exhibitors.

**IV. Scope of Work**

<b>SCOPE OF WORK</b>
<b>A. PRE-PRODUCTION</b> <ol style="list-style-type: none"><li>1. Submit proposed set designs (with provision for hanging products) based on the concept provided by CITEM.</li></ol>

**TERMS OF REFERENCE FOR THE PROCUREMENT OF  
PHOTOGRAPHY WITH STYLING SERVICES  
TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2024**

2. Provide own equipment (e.g. camera with at least 24 megapixel full frame CMOS sensor, lens, flash, etc.)

Condition: Attend pre-production meetings and present proposal options on stage styling and design.

**B. PRODUCTION**

1. Fabricate and install approved set design based on materials presented during pre-production.
2. Execute onsite creative and editorial direction and complete the pictorials for approximately 96 products and/or 32 collections for TIGS 2024 within agreed timeline with the CITEM.

Condition: Shoulder own logistics requirements of personnel and shoot equipment to and from the recommended shoot location.

Shoulder cost of studio rental. Rented studio must be within Metro Manila and is at least 5 kilometers radius away from CITEM.

Provide for own personal safety requirements and other personal miscellaneous expenses required throughout the duration of the pictorials.

Share all RAW images to CITEM project team after the pictorial (either via shared cloud folder or via hard drive)

**C. POST-PRODUCTION**

1. Conduct post-production briefing and final selection of photos with creative and project team;
2. Edit and provide necessary touch-ups (Final Artworks / digital renders) to a total of 96-192 stylized images for individual products and 32 stylized images for product collections.
3. Submit all edited images to CITEM in the following formats:
  - A cloud-based platform
  - 1TB hard drive
  - (Printed) Contact sheets
 Within a maximum of 10 working days after the pictorial.

Condition: Grant CITEM the full and perpetual rights and ownership to modify, distribute, and use all images (RAW and EDITED) in all of its campaigns, across multiple online and print platforms, including but not limited to its own website and social media pages.

**V. Timeline & Payments**

The engagement is valid from the signing of contract/JO until upon satisfactory and/or complete delivery of the total quantity of photo requirements.

Activities	Requirement for payment	% of contract
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		<b>cost</b>
Pre-production, submission, approval of Project Team	Submission of RAW images for selection	40%
Production proper (July 29 – August 2, 2024)		
Post-production, editing and submission of final artwork (August 1-14, 2024 or earlier)	Submission of 96-192 edited and stylized product shots and 32 collection shots (FA and contact sheet format)	60%
<b>TOTAL</b>		<b>100%</b>

**VI. Qualitative Evaluation**

Each bidder shall be evaluated by the assigned Technical Working Group (TWG) and are required to undergo a Qualitative Evaluation. This requirement will be procured through Small Value Procurement.

Bidders will be assessed based on the following criteria:

<b>CRITERIA</b>	<b>MAX. POINTS</b>
<p><b>Experience in Professional photography with professional / academic background in arts or advertising is a plus:</b></p> <ul style="list-style-type: none"> <li>• More than 5 years of experience in professional photography with professional/academic background in arts or advertising (40 points)</li> <li>• More than 5 years of experience in professional photography (30 points)</li> <li>• 4 years, and less, of experience in professional photography (20 points)</li> </ul> <p><i>Requirement: CV of photographer assigned for the contract</i></p>	<b>40</b>
<p><b>Quality of Works</b></p> <ul style="list-style-type: none"> <li>• Advertising + Product + Design (30 points)</li> <li>• Design + Product (20 points)</li> <li>• Product (15 points)</li> </ul> <p><i>Requirement : Portfolio of the firm (either online or in print)</i></p>	<b>30</b>
<p><b>Has experience working with local or international brands, preferably in design and advertising</b></p> <ul style="list-style-type: none"> <li>• Over 20 brands / clients / campaigns (30 points)</li> <li>• 16-20 brands / clients / campaigns (20 points)</li> <li>• 10-15 brands / clients / campaigns (15 points)</li> </ul> <p><i>Requirement: Firm's list of clients and campaigns</i></p>	<b>30</b>
<b>TOTAL</b>	<b>100</b>

Bidders must acquire a score at least **85 points** to proceed to the evaluation of their financial proposal. The lowest calculated and most responsive bidder shall be declared the winner of the contract.

**VII. Budget**

A total of Php500,000 is the approved budget contract (ABC) for this requirement (inclusive of all applicable taxes), to be sourced from TIGS 2024 budget.

*Prepared by:*

  
**KATRINA ALYSSA C. LEDESMA**  
STIDS, OG1-OTF

*Noted by:*

  
**ANNA MARIE ALZONA**  
DC, OG1-OTF

*Recommending Approval:*

  
**MARJO F. EVIO**  
OIC, OG1

*Approved by:*

  
**LEAF PULIDO OCAMPO**  
Executive Director

