

**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-2024-0170-R1**

**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 ONSITE VIDEO / PHOTOGRAPHER FOR THE PHILIPPINE PARTICIPATION IN MIHAS 2024**

*(Please see attached Request for Quotation Form and Shot List for more details.)*

Qualifications:

1. Must be based in Kuala Lumpur, Malaysia
2. At least 2 years of experience in covering international exhibition events.

Documents to be submitted:

1. Company profile with/and list of international clients handled and/or portfolio of sample works

**APPROVED BUDGET FOR THE CONTRACT: PHP 140,000.00**

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



**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)



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: 14 September 2024  
RFQ No.: 2024-0170-R1

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.

Deadline of Submission of Quotations: <b>16 September 2024</b>	Time: <b>01:00PM</b>
Schedule of Opening of Bids: <b>16 September 2024</b>	Time: <b>02:00PM</b> Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;"><b>HIRING OF ONSITE VIDEO / PHOTOGRAPHER FOR THE PHILIPPINE PARTICIPATION IN MIHAS 2024</b></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 140,000.00</u></p> <p><u>Period of Engagement:</u> 17 September 2024, 08:00AM-05:00PM 18 September 2024, 08:00AM-07:00PM</p> <p><u>Scope of Work:</u></p> <ol style="list-style-type: none"> <li>1. Company or firm must deploy a maximum of five (5) photographers and/or videographers based in Kuala Lumpur, Malaysia who will photo/video document based on the attached shot list during the period of engagement stated above. At least one, if not all, staff members to be deployed must understand English.</li> <li>2. Ensure photos and videos are in high resolution. Photo at least 300 dpi, Video: at least 1080p, 60fps, with stabilizer</li> <li>3. Coordinate with the CITEM/HID-PMO onsite staff re: additional needed coverage of the PH participation within the prescribed engagement period and other matters for documentation.</li> <li>4. As needed, must be able to recommend and share on-the-spot photos and/or videos via WeChat for live event coverage for internal updates and social media postings of CITEM and HID-PMO.</li> </ol> <p>The edited, color-corrected, and properly organized and/or labeled photos and/or videos must be submitted on or before 20 September 2024 via online drive provided by CITEM.</p> <p><u>Qualifications:</u></p> <ol style="list-style-type: none"> <li>1. Must be based in Kuala Lumpur, Malaysia</li> <li>2. At least 2-year of experience in covering international exhibition events. Bidders must submit company profile with/and list of international clients handled and/or portfolio of sample works.</li> </ol> <p><u>Remarks:</u></p> <ol style="list-style-type: none"> <li>1. Full payment to be processed after the engagement</li> <li>2. Budget is inclusive of all applicable taxes and fees, bank charges, equipment of staff to be deployed, allowance for food and transportation of onsite staff to be assigned, and other incidental expenses.</li> </ol> <p style="text-align: center;"><i>(Please see attached Shot List 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 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: \_\_\_\_\_

**INDICTIVE SHOT LIST**  
**MITEC Malaysia International Trade and Exhibition Centre**  
**Kuala Lumpur (Malaysia)**

**I. VENUE :**

- A. Façade of MITEC
  - 1. Wide angle clean shot of the venue.
  - 2. Action shot of people around the venue.
- B. Hallways or areas leading to the PH Pavillion.
- C. Aerials, if possible.
- D. Other key venue features or areas of the venue with or without signage/s

**II. PHILIPPINE PAVILLION:**

- A. Philippine Pavilion:
  - 1. Outside perspective from the left, center, and right angles-clean and action shot of people around the area.
  - 2. Inside perspective-clean and action shot of people around the area.
  - 3. Pavilion features and signages.
- B. Exhibitors-each company booth must have:
  - 1. Booth and Set Up.
  - 2. Exhibitors-posed/staged and candid.
  - 3. Exhibitors' interaction with buyers or visitors (sampling, negotiation, inquiry taking etc.)
  - 4. Product shots

**III. PARTICIPATION/INTERACTION:**

- A. Group Photos:
  - \*Remarks: PH Pavillion must be visible or in the background.
  - 1. VIPs Only- candid/action shot and posed or staged.
  - 2. VIPs with the PH Delegation - candid/action shot and posed or staged
  - 3. PH Delegation only- posed or staged.
- B. Crowd/Visitors:
  - 1. Around the PH Pavillion
  - 2. Buyers or Visitors visiting or checking the exhibitor's samples.
  - 3. Other key interactions or activities within PH Pavilion.

**IV. OPENING CEREMONY:**

- A. Set-up
- B. Speakers
- C. Ribbon-cutting

**V. OTHER PAVILLIONS AND SPECIAL AREAS:**

- A. Façade- county/company name and display or setup must be visible
- B. Action shots of crowds or buyers of said pavilion as applicable.

**VI. VIDEO:**

- A. Action shots (opening ceremony, VIPs/Buyers, exhibitors/CITEM)
- B. Product Shots (Close up, medium)

**VII. IMPORTANT REMINDERS**

- **ALL PHOTOS/VIDEOS ARE PROPERTY OF CITEM AND CANNOT BE USED BY THE SERVICE PROVIDER.**