

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-2025-0164

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 PHOTOGRAPHER WITH STYLING SERVICES FOR THE PHILIPPINE
PARTICIPATION IN TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2025**

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

Approved Budget for the Contract	: PHP500,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 09 June 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 10 June 2025, 02:00PM

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. 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)

- Curriculum Vitae of photographer assigned for the contract**
- Portfolio of the firm (either online or in print)**
- 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:

- 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



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

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 REV 1



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: _____

Company Name: _____
 Address: _____
 Contact No.: _____

Date: 05 June 2025
 RFQ No.: 2025-0164

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.

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Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 10 June 2025	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF PHOTOGRAPHER WITH STYLING SERVICES FOR THE PHILIPPINE PARTICIPATION IN TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2025</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP500,000.00</u></p> <p>Date Needed / Delivery Date: <u>Between 21 July - 04 August 2025</u></p> <p><u>(Please see attached Terms of Reference for more details.)</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 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 FOR THE PHILIPPINE PARTICIPATION IN TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2025

I. Event Brief

Title	Expanded Market Promotion in Japan – 100 th Tokyo International Gift Show Autumn 2025
Location	c/o Photographer’s recommendation
Product Sector	Home Décor & Houseware, Fashion, Gift Items
Budget	PhP 500,000
Target Date of Shoot	Between 21 July – 04 August 2025

II. Show Background

TIGS is the largest B2B trade show in Japan and one of the largest trade shows for lifestyle and gifts in the world. It has been held twice every year since 1976. In 2024, it brought together more than 220,000 visitors and approximately 2,800 exhibitors from all over Japan and overseas, 30% of which are international companies from 16 countries. It is a platform where brands, designers, and buyers connect and discover a world of inspiration and a place to meet new clients, expand sales channels, and develop new products.

In 2024, CITEM returned to TIGS after 8 years under the DESIGNPhilippines brand, mounting its own country pavilion and bringing in 19 participating companies, 337 trade buyers and generating a total of USD 325,203.82 in export sales. This year, CITEM continues to strengthen its presence in the Japanese market through its participation in the 100th TIGS edition which will be supplemented with a Market Sensing activity in Osaka, Japan and a tour to the Expo Osaka 2025 event.

In this regard, a holistic content development will be undertaken. One intervention is product photoshoot for the newly developed and selected products of our participating companies following the design direction 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-impact still images. Their role is to ensure that the exceptional craftsmanship and materials used by our participating companies in each product is highlighted. 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

SCOPE OF WORK
A. PRE-PRODUCTION
1. Submit proposed set designs (with provision for hanging products) based on the concept provided by CITEM.

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<p>2. Provide own equipment (e.g. camera with at least 24 megapixel full frame CMOS sensor, lens, flash, etc.)</p> <p>Condition: Attend pre-production meetings and present proposal options on stage styling and design.</p>
<p>B. PRODUCTION</p> <p>1. Fabricate and install approved set design based on materials presented during pre-production.</p> <p>2. Execute onsite creative and editorial direction and complete the pictorials with a minimum of 60 products and maximum of 80 products (2 angles each product) and minimum of 20 stylized collections and maximum of 25 stylized collections* for TIGS 2025 within the agreed timeline with CITEM. *3 products per collection</p> <p>Condition: Shoulder own logistics requirements of personnel and shoot equipment to and from the recommended shoot location.</p> <p>Shoulder cost of studio rental. Rented studio must be within Metro Manila and is at least 5 kilometers radius away from CITEM.</p> <p>Provide for own personal safety requirements and other personal miscellaneous expenses required throughout the duration of the pictorials.</p> <p>Share all RAW images to CITEM project team after the pictorial (either via shared cloud folder or via hard drive)</p>
<p>C. POST-PRODUCTION</p> <p>1. Conduct post-production briefing and final selection of photos with creative and project team;</p> <p>2. Edit and provide necessary touch-ups (Final Artworks / digital renders) for a minimum of 120 and maximum of 160 tight shot images within the vignette, and minimum of 20 and maximum of 25 stylized collections.</p> <p>3. Submit all edited images to CITEM in the following formats:</p> <ul style="list-style-type: none"> • A cloud-based platform • 1TB hard drive • (Printed) Contact sheets <p>Within a maximum of 10 working days after the pictorial.</p> <p>Condition: CITEM will have the full and perpetual rights and ownership to modify, distribute, and use all images (RAW and EDITED) in all its campaigns, across multiple online and print platforms, including but not limited to its own website and social media pages.</p>

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 cost
Pre-production and submission of concept and production theme.	Submission of RAW images for selection	60%
Production proper (21 July – 04 August 2025)		

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Post-production, editing and submission of final artwork (04 – 14 August 2025 or earlier)	Submission of 120 – 160 edited and stylized product shots and 20 – 25 collection shots (FA and contact sheet format)	40%
TOTAL		100%

VI. Qualitative Evaluation

Each bidder shall be evaluated by the assigned Technical Working Group (TWG) and are required to undergo a Qualitative Evaluation.

Bidders will be assessed based on the following criteria:

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

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

VII. Budget

A total of PhP 500,000.00 is the approved budget contract (ABC) for this requirement (inclusive of all applicable taxes), to be sourced from TIGS 2025 budget.

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IN TOKYO INTERNATIONAL GIFT SHOW AUTUMN 2025**

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