

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-2021-0108

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 DROPOUT STUDIO PHOTOGRAPHER FOR IFEX PHILIPPINES EXHIBITORS

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

Approved Budget for the Contract	:	PHP 896,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	:	20 October 2021, 12:00NN
Opening of Qualitative Evaluation Documents	:	20 October 2021, 12:00NN
Opening of Eligibility Documents and Financial Bid	:	21 October 2021, 02:00PM

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or 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 *Notice of Award* shall only be issued to the lowest calculated 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, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.
- 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**
Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.
- Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**
Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.

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 three (3) Dropout Photography samples and three (3) Photography Product Description samples (as proof of expertise of the creatives) which the bidder will subcontract during the project implementation.**
- **Submit a list of specifications of the equipment their photography teams will use during the photoshoot. Must comply or exceed the minimum requirement mentioned in the Terms of Reference.**
- **Submit a list of clients as proof of expertise in handling projects for local and international audiences**

To encourage the sanctity of the bids, we highly encourage bidders 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. As highly encouraged, 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 an hour before the date and time of the Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as indicated above.

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

REQUEST FOR QUOTATION

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

Date: 15 October 2021

Company Name: _____

RFQ No.: 2021-0108

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, and Qualitative Evaluation Documents: <u>20 October 2021</u>	Time: <u>12:00NN</u>
Schedule of Opening of Qualitative Evaluation Documents: <u>20 October 2021</u>	Time: <u>12:00NN</u>
Schedule of Opening of Eligibility Documents and Financial Bid: <u>21 October 2021</u>	Time: <u>2:00PM</u> Venue: <u>ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p>HIRING OF DROPOUT STUDIO PHOTOGRAPHER FOR IFEX PHILIPPINES EXHIBITORS</p> <p><i>Please see attached Term of Reference for more details.</i></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 896,000.00</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 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 DROPOUT STUDIO PHOTOGRAPHER FOR IFEX PHILIPPINES EXHIBITORS
Content Amelioration Program for Food Exhibitors' IFEXConnect Digital Storefront

PROJECT TITLE	IFEX PHILIPPINES 2021
	<p>The Center for International Trade Expositions and Missions (CITEM) created under EO 989 series of 1984, is the export promotion arm of the Philippine Department of Trade and Industry (DTI). CITEM is mandated to promote the Philippines as a reliable source of quality export products and services in the world market through organization of signature trade events, participation in select trade fairs and missions, and development and expansion of new export industries.</p> <p>CITEM is committed to developing, nurturing, and promoting globally competitive exporters through an integrated approach to export marketing in partnership with other government and private entities.</p> <p>IFEX Philippines is CITEM’s signature food event for Philippine food champions to showcase a wide and diversified array of food and ingredients uniquely Filipino. With the agency’s digitalization efforts, the vision of bringing one-stop business to business (B2B) platform for leading buyers and top grocers around the world bore fruit with the development of IFEXConnect – a lead generation and sourcing platform that aims to streamline B2B transactions with local suppliers and global buyers.</p> <p>Complementing IFEXConnect is a promotions platform simultaneously launched eponymous the banner brand for food promotions, FoodPhilippines. The website is a community-building platform intended to leverage on content marketing to promote Filipino food products.</p> <p>The purpose of these enhanced web-based platforms is to complement trade promotional efforts on a global scale, and through a more interactive and engaging online presence. This shall be made possible by providing exhibitors an advantage in digital media exposure that connects them with global trade buyers in a more convenient and fast-paced manner.</p>
DEFINITION OF TERMS	<ol style="list-style-type: none"> Content - In publishing, communication, and art, content is the information and experiences targeting an end-user or audience. Content includes written words, spoken language, still pictures, moving pictures, audibles (like music), graphics, data, simple expressions, or any form of various arts. <p>Content can be delivered via different channels called media. These includes the Internet, cinema, television, radio, smartphones, audio CDs, books, e-books, magazines, and live events, such as speeches, conferences, and stage performances.</p> <ol style="list-style-type: none"> Content Marketing - Content marketing is a strategic marketing approach focused on creating and sharing valuable, relevant, and consistent content to attract and retain a clearly defined audience towards products or services — and, ultimately, to drive profitable customer action.

	<p>3. Content Direction - an overall strategy and journey for the content, made to deliver an identified audience down a specific path or action; a stage for mapping the roles and approvals.</p> <p>4. Content Creation - is the act of generating information materials that appeal to your target audience, by creating written or visual content around those ideas, and making that information accessible to your audience as a blog, video, curated images, infographic, or similar format.</p> <p>5. Content Development - conceptualization, researching, and publishing information to meet a strategic objective; particularly to build a connection with an audience or encourage an action</p> <p>6. Content Production – is a highly-technical process of combining various information materials (written, audio, or visual assets) for a digital platform, following a certain strategy or distribution plan based on a working calendar.</p> <p>7. Content Curation - gathering already existing information relevant to a topic or interest, with the intention of adding value through the selection or organization of the materials in a collection or exhibition</p> <p>8. Content Distribution - the act of promoting content to audiences in multiple media formats through various channels; this could be paid for or earned when partners organically share the content</p>
<p>RATIONALE</p>	<p>As CITEM continues to enable Philippine companies to become global champions through sustainable export promotion programs and activities, the agency spearheads digital marketing activities and is launching a lead generation platform, ifexconnect.com.</p> <p>IFEXConnect serves as the online service that offers B2B engagement, interaction, information exchange, research insights, content production, content curation, social media integration, and revenue generation. As a sourcing platform, it is imperative for the continuous growth and expansion of available suppliers to meet export demands.</p> <p>Participating exhibitors are given constant digital presence—digital storefronts with product catalogues available to the global market 24/7, all year round. They will also have access to CITEM’s strategic audience development and content distribution efforts. The IFEXConnect Digital Storefront is a page/section dedicated to a company or exhibitor. This is where buyers can read a company or exhibitor’s profile, view the product catalogue, and read product descriptions and other essential information.</p> <p>It is the critical role of the IFEXConnect Digital Storefront in representing each exhibitor that has propelled CITEM to introduce the Content Creation Amelioration Program. The agency has to ensure content (product shots, company profiles, product descriptions, etc.) are of good quality score and of international standards. This program has initially installed 100 exhibitors who will be part of the ifexconnect.com launch in September this year.</p> <p>With the objective of activating local talents and creatives who were greatly</p>

	<p>hampered by the pandemic, this program also provides opportunities for the creative sector from various regions of the country to recover, regain business exposure and financial stability. This osmosis of creative communities working together to build a strong digital presence will also help IFEXConnect establish its brand essence in the Food sector, a brand geared towards economic growth and MSME empowerment.</p>
<p>DROPOUT PHOTOGRAPHY VS. CITEM WORKFORCE REALITIES</p>	<p>Given the current workforce set-up of creatives in the Communications and Creative Services Department (CCSD), the department does not have enough personnel and the right equipment capable of executing the photoshoot of the products of the exhibitors simultaneously.</p> <p>Producing product shoot with a target of 3,000 product photos of 1,000 products (three (3) photos/layout per product consisting of, but is not limited to, the following: one (1) dropout, one (1) packaging stylized, one (1) application stylized) for IFEX Philippines partners (e.g. DTI and other Government Agencies with Programs for Philippine SMEs, Different Food Industry Cluster Support Groups, Other Government and non-Government Agencies, and Business Support Organizations for Food) coming from various regions in Luzon, Visayas and Mindanao will require highly technical production workforce. Hence, hiring an oversight professional team with a wide network of suppliers and creative background will be crucial in producing the abovementioned photography requirements. More importantly, with the travel restrictions in view of COVID-19, CITEM creative teams are also restricted to conducting limited field work and onsite coverage, making it difficult to cover deserving provincial-based companies.</p>
<p>OBJECTIVE/S</p>	<p>This TOR shall:</p> <ol style="list-style-type: none"> 1. Enumerate the qualifications and standards in hiring a specialized creative content producer who will activate local talents and creatives in the Philippines, complete with a support team dedicated to deliver all the digital assets required for IFEXConnect Digital Storefront; 2. Define the procurement mode to be applied in the hiring of the Studio Photographer; and 3. Identify the scope of work to be undertaken by the hired service provider.
<p>TASK OWNERS AND SPECIFIC PLANS OF ACTION</p>	<ol style="list-style-type: none"> 1. Nationwide network of Photo Suppliers – Identify, delegate, and work with seasoned product/food photographers from various regions in the Philippines to develop the DTCP Storefront pages. 2. Production/Project Manager – Supervise, schedule, direct, and coordinate, with the onsite production crew. 3. FA Team – <i>to polish and maintain photography standards.</i> 4. Accounts Team – Coordinate with the Communications & Content Division (CCD) and Operations Group - Signature Events (OG2-SE) officers for production updates, creative directions, and organize the entire operation. 5. Photo Sharing – Teams should have the capacity of sharing and transferring photos/videos in real time directly reporting to CITEM Communication & Content Division and Web Marketing Division. 6. Labelling and Meta-tagging – Proper labelling of approved materials as prescribed by CITEM’s Communications and Content Division.

<p>TARGET AUDIENCE</p>	<ol style="list-style-type: none"> 1. Both international and domestic trade buyers and influencers from the major markets of the Philippines for export trade and services 2. Untapped and potential geographic markets 3. Government agencies, Local Government Units, including CITEM Industry partners and event sponsors 4. CITEM exporters and aspiring MSMEs 5. Trade Promotions counterparts across all regions and various relations trade organizations 6. Suppliers, Chefs, Exporter, Distributors, Stores and Supermarkets
<p>SCOPE OF WORK</p>	<p>A. STUDIO PHOTOGRAPHY MANAGEMENT Identify, Organize, and activate simultaneous Studio Photography sessions and work with various suppliers. Operations Group 2 – Signature Events team will provide a list of 1,000 products from IFEX Philippines partners (Government Agencies with Programs for Philippine SMEs, Different Food Industry Cluster Support Groups, Other Government Agencies, and Business Support Organizations for Food assigned to the Supplier.</p> <p>B. VIRTUAL MEETINGS WITH CITEM AND COORDINATION WITH THE DROPOUT PHOTOGRAPHER FOR IFEX PHILIPPINES DIGITAL CATALOG</p> <ul style="list-style-type: none"> • Align action plans, deadlines, and target dates of deliverables with the Content Producer • Finalize Schedule and Shoot Assignments of the IFEX Partners together with IFEX PHILIPPINES Team and Communications & Content Division • Submit a final timetable of activities to CITEM and to the Content Producer • Present to CITEM proposed photography treatments, backgrounds, props and styling, location, lighting, additional talents to be hired, if necessary, etc. • Attend pre-production meeting with CITEM to finalize all details and requirements for the shoot <p>C. LOGISTICS & DROPOUT STUDIO PHOTOGRAPHY SESSIONS</p> <ul style="list-style-type: none"> • 3,000 product photos of 1,000 products (three (3) photos/layout per product consisting of, but is not limited to, the following: one (1) dropout, one (1) packaging stylized, one (1) application stylized) for IFEX Philippines partners (e.g. DTI and other Government Agencies with Programs for Philippine SMEs, Different Food Industry Cluster Support Groups, Other Government and non-Government Agencies, and Business Support Organizations for Food) coming from various regions in Luzon, Visayas and Mindanao • In case the company is selling in bulk and would not be able to submit product packaging, the photographer shall produce three photos/layout per product consisting of one (1) dropout and (2) stylized photos • Maximum of 10 products per company endorsed • For DOST, 20 products will be endorsed to be housed in one exhibitor/partner page; number of products counted in the above deliverable of 3,000 product photos

	<ul style="list-style-type: none"> ● Use of Equipment and use of CITEM facility/space or decide on the need to book Studio (<u>inclusion of storage area and freezer for raw and fresh produce products</u>) based on the approved Production calendar. ● CITEM Setup/Studio will be used for a minimum of 4 sessions and maximum of 6 sessions ● Finish product photography for 20 companies per day/session, or more until full day shoot is maximized. ● The schedule of the photoshoot will be per batch and may not be executed on consecutive days ● Professionally shoot selected products of all product sectors. ● Provide props and accessories for stylized photos ● Produce Partner/Exhibitor Folders in the Cloud Drive with the following contents: <ul style="list-style-type: none"> - Max. 10 Products (3 high-resolution shot per product) - An Excel Sheet of Product Thumbnail, Product Names, Product Description, etc.) <p>D. POST-PRODUCTION</p> <ul style="list-style-type: none"> ● Ensure the return of the products to exhibitors, if applicable ● Ensure proper labelling of Photos ● Post edit of the photos – Final Artwork ● Submission of 300dpi resolution JPEG files ● Total of 3,000 Photos (100 Exhibitors/Partners x10 Products x 3 shots) ● Total of 3,000 Product photos ● Transfer all rights of output of the photoshoots to the Center for International Trade Expositions and Missions
PROPOSED MODE OF PROCUREMENT	<p>Small Value Procurement</p> <p>CITEM will allow the awarding of the contract to a lone bidder due to time constraints and exigency of the project the contract.</p>
TIMELINE	CITEM shall provide timeline after the project is awarded to the winning bidder
PROJECT DURATION	<p><i>The engagement of the Hired Photographer starts from the receipt of the Notice to Award until November 2021 or beyond, but not later than December 2021.</i></p> <p>Service Provider shall be engaged for a period of maximum of four (4) months or until such time the undertakings have been fully delivered, executed, and accepted, whichever comes later.</p>
QUALITATIVE EVALUATION	<p>CITEM will conduct a procurement process in accordance with RA 9184.</p> <p>To fully satisfy and not compromise the quality of the requirements, a qualitative evaluation is necessary in the selection process. Bidder shall be required to submit the following requirements which will be used to evaluate his/her qualifications.</p>
BUDGET	PHP 800,000 Exclusive of 12%VAT

<p>SCHEDULE OF PAYMENT</p>	<p>1st payment: 50% of the Total Amount shall be paid to the supplier once the photoshoot for 50 companies is completed and the set of requirements for the 50 companies is duly accepted by CITEM.</p> <p>2nd and final payment: Another 50% of the Total Amount will be given to the supplier once the complete set of requirements is duly accepted by CITEM.</p>
<p>MINIMUM QUALIFICATION STANDARDS FOR STUDIO PHOTOGRAPHERS</p>	<p>A. Can work and manage photography deliverables within the given deadline</p> <p>B. Possession/usage of at least the following equipment/accessories:</p> <ul style="list-style-type: none"> ● Professional digital SLR camera, with at least 24-megapixel full frame CMOS sensor; ● 3 sets of professional studio lights with modifiers/accessories (soft boxes, scrims, grids etc.); product table or lightbox with white and various colored backgrounds, seamless paper background at least 6 ft. wide on stands for shooting big products like furniture, sculptures, etc.; and ● At least 1 photographer with 2 support staff/assistants competent in studio photography. Additional crew/photographers are at the discretion of the service provider. ● Has a portfolio and clientele that meet the CITEM technical requirements and international standards. <p>C. Must comply with the eligibility requirements of CITEM’s Bids and Award Committee (BAC), under R.A. 9184.</p> <p>D. Has a good track record with CITEM or any government agency, private industry in the area of photography and videography services, for an international audience or for international marketing purposes.</p> <p>E. With expertise in product photography with an eye for capturing photos with high visual impact and has a background in post-production.</p>
<p>TASK OWNERS</p>	<p>OFFICE OF THE EXECUTIVE DIRECTOR</p> <ol style="list-style-type: none"> 1. Approving authority on the Content Production Plan 2. Signing Authority for the Release of Payments. <p>COMMUNICATIONS & CONTENT DIVISION</p> <ol style="list-style-type: none"> 1. Organize coordination meetings between the Supplier, Operations Group, and Office of the Executive Director 2. Assist in the Project Activation and Operational Requirements from Pre-Production down to Project Implementation. 3. Ensures the timely delivery of each Project Milestone. 4. Assists in the processing of payments in coordination with the Accounting Division. 5. Exclusively keep the rights/ownership of all images/videos/concepts created or developed by reason of this engagement/contract. 6. 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. 7. Assist in Quality Control of all Materials. <p>OPERATIONS GROUP 2 – SIGNATURE EVENTS</p> <ol style="list-style-type: none"> 1. Assist in the completion of the Content Production Plan. 2. Provide the necessary exhibitor information required by the Supplier. 3. Coordinate with the exhibitors with the delivery of products within the photoshoot timeline/ period. 4. Participate in all coordination meetings with the Supplier.

	<ol style="list-style-type: none"> 5. Assist supplier in communicating with IFEX partners. 6. To act as DTCP Accounts Managers serving as the conduit between the creative requirements of our clients and their assigned content developers. 7. Responsible for communicating the program initiatives and securing the commitment as well as the compliance of the IFEX Partners. 8. 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.
RESPONSIBILITIES OF THE SUPPLIER	<ol style="list-style-type: none"> 1. Reports directly to Operations Group 2-SE and Communications & Content Division. 2. Efficiently and effectively implement the scope of work/coverage and ensure at least a very satisfactory delivery of the outputs stipulated/required. 3. Ensure the capability (in terms of equipment and personnel) to deliver the requirements. 4. Ensure the timely delivery of digital assets and be present during the digital ingress period. 5. Attend and organize coordination meetings or assign a contact person to represent in physical, group, or virtual meetings. 6. Ensure that the products submitted by the exhibitors are properly returned depending on the logistics arrangement. 7. Ensure that all revisions coordinated by the Communications & Content Division, Operation Group, and the Office of the Exhibitor Director are addressed.

QUALITATIVE EVALUATION		
CRITERIA	DOCUMENTARY REQUIREMENT	NUMERICAL RATING
TECHNICAL EXECUTION 60 POINTS	<p>Portfolio Samples:</p> <p>Submit at least three (3) Dropout Photography samples and three (3) Photography Product Description samples (as proof of expertise of the creatives) which the bidder will subcontract during the project implementation.</p> <p>Samples will be evaluated according to:</p>	<p>Lighting</p> <p>(5-30 POINTS) – Product samples have shown bidder’s expertise in:</p> <p>15 - Focal Point (Subject is clear and sharp)</p> <p>5 - Highlights (Lighted areas in the composition are clean and not washed out)</p> <p>5 - Shadows (Dark areas in the composition are not too dark and distracting)</p> <p>5 - Exposure (Not over or underexposed)</p>


		<p>Dropout Photography (5-30 POINTS) – Product samples have shown bidder’s expertise in:</p> <p>10 – Composition (Subject is properly framed and positioned in the layout)</p> <p>5 - Clarity (Presented product range, scale of product, angle shots)</p> <p>10 - Cleanliness (Products are clear and with clean background)</p> <p>5 - Details (Product features are visible to the eye, sharp, and not dim or washed out)</p>
<p>MINIMUM EQUIPMENT SPECIFICATIONS</p> <p>20 POINTS</p>	<p>Submit a list of specifications of the equipment their photography teams will use during the photoshoot. Must comply or exceed the minimum requirement:</p> <p>1) Professional Digital SLR cameras, with at least 24-megapixel full frame CMOS sensor;</p> <p>2) Standard equipment/ accessories of tripod and external off-cam flash/es</p>	<p>20 Points</p> <p>Complied</p>
<p>CLIENTELE 20 POINTS</p>	<p>Submit a list of clients as proof of expertise in handling projects for local and international audiences</p>	<p>10 points – if worked exclusively with local based companies</p> <p>20 points – if worked with top International Lifestyle companies, luxury brands, agencies, or firms.</p>

Only those who receive a passing score of 80 points shall be eligible for the opening of financial bid. The lowest calculated responsive bid (LCRB) per photography package shall be considered.

Evaluation shall be made by an in-house panel, composed of the following:

- 1 representative, Operations Group 2 Department
- 1 representative, Business Development Unit
- 2 representatives, Communication and Creative Services Department



Prepared by:


GISELLE ERESE
SIGNATURE EVENTS TEAM
Operations Group 2

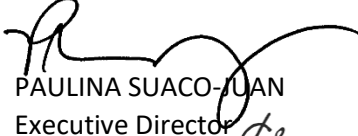
Noted by:


CHARLES AAMES BAUTISTA
Department Manager
CCSD 

Noted by:


ROWENA MENDOZA
OIC Department Manager
Operations Group 2 

Approved by:


PAULINA SUACO-JUAN
Executive Director 