

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-2022-0014

**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 PHOTOGRAPHER, VISUAL MERCHANDISER,
AND STAND ASSISTANT FOR THE PHILIPPINE PARTICIPATION IN
GULFOOD 2022**

(Please see attached Request for Quotation for more details)

Approved Budget of the Contract: PHP 413,100.00 or USD 8,100.00

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.



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

REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Company Name: _____

Address: _____

Contact No.: _____

Date: 19 January 2022

RFQ No.: 2022-0014

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 Quotation: <u>24 January 2022</u>	Time: <u>05:00PM</u>	
Schedule of Opening of Bids: <u>25 January 2022</u>	Time: <u>02:00PM</u>	Venue: <u>ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF THE FOLLOWING FOR THE PHILIPPINE PARTICIPATION IN GULFOOD 2022 TO BE HELD ON 13-17 FEBRUARY 2022 IN DUBAI, UAE <i>(Please see attached Shot List and List of Action Shots)</i> TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 413,100.00 or USD 8,100.00		
1	pax	On site Photographer to be hired for Two (2) days (13-14 February 2022) <b style="text-align: right;">ABC: USD 1,600.00		
		<i>Scope of Work:</i> 1) Take photos of no less than 200 images of suggested shots of client.		
		2) Submit the raw files of the photos on the day of the shoot and provide the necessary equipment and props.		
2	pax	Visual Merchandisers to be hired for One (1) day plus props <b style="text-align: right;">ABC: USD 4,000.00		
		<i>Date Needed: 12 February 2022 (Ingress)</i>		
		<i>VM = USD 1,500.00/pax/day = USD 3,000.00</i>		
		<i>Props (baskets, standees) = USD 1,000.00</i>		
		<i>Scope of Work:</i> Curate the products based on the requirement of the clients and provide assistance to the on-site officers and exhibitors as needed		
2	pax	Stand Assistants (USD 250.00/pax/day) to be hired for Five (5) days (13 to 17 February 2022) <b style="text-align: right;">ABC: USD 2,500.00		
		<i>Scope of Work:</i> 1) Provide assistance to onsite officers and exhibitors		
		2) Provide assistance to buyers in the use of virtual pods		
		3) Encourage buyers/visitors to visit the Philippine Booth		
		4) Coordinate with contractor's stand-by computer tech for any technical problem the needs trouble shooting		

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: _____

CONSOLIDATED SHOT LIST FOR GULFOOD 2022

OPENING CEREMONY SHOT LIST

CAMERA VIEW NO.	SHOTLIST	TYPE	REMARKS
1	FRONT VIEW OF ACTUAL OPENING CEREMONY	VIDEO + PHOTO CAMERA	1. CAPTURE THE WHOLE PROGRAM 2. PROVIDE CLOSE UP SHOT OF EACH SPEAKER 3. PROVIDE ACTION SHOT OF THE WHOLE PROGRAM WITH AUDIENCE
2	PERSPECTIVE VIEW FROM RIGHT SIDE OF OPENING CEREMONY	PHOTO CAMERA	ACTION SHOT OF WHOLE PROGRAM
3	PERSPECTIVE VIEW FROM LEFT SIDE OF OPENING CEREMONY	PHOTO CAMERA	ACTION SHOT OF WHOLE PROGRAM
4	OVER-ALL PERSPECTIVE VIEW OF CLUSTER B PAVILION	PHOTO CAMERA	ACTION SHOT OF WHOLE PROGRAM CAPTURING THE OVER-ALL PERSPECTIVE VIEW OF CLUSTER B

EVENT PROPER SHOT LIST CLUSTER B

CAMERA VIEW NO.	SHOTLIST	TYPE	REMARKS
1	OVER-ALL LEFT PERSPECTIVE VIEW OF CLUSTER B PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
2	FRONT VIEW OF PREPARATION AREA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
3	CLOSE-UP VIEW OF GONDOLA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF GONDOLA WITH PRODUCTS
4	CLOSE-UP VIEW OF WALL SHELVES	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF WALL SHELVES WITH PRODUCTS
5	PERSPECTIVE VIEW OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
6	FRONT VIEW OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
7	PERSPECTIVE VIEW OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
8	INTERIOR PERSPECTIVE VIEW OF EXHIBITOR AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
9	INTERIOR PERSPECTIVE OF PREPARATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
10	INTERIOR PERSPECTIVE OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)
11	INTERIOR PERSPECTIVE OF COMMON NEGOTIATION AREA	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)

EVENT PROPER SHOT LIST CLUSTER A			
CAMERA VIEW NO.	SHOTLIST	TYPE	REMARKS
1	OVER-ALL LEFT PERSPECTIVE VIEW OF CLUSTER A PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
2	PERSPECTIVE VIEW OF EXHIBITOR AREA FROM OUTSIDE THE PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
3	INTERIOR PERSPECTIVE OF EXHIBITOR AREA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
4	CLOSE-UP VIEW OF WALL EXHIBITOR SHELVES	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF WALL SHELVES WITH PRODUCTS
5	CLOSE-UP VIEW OF GONDOLA	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF WALL SHELVES WITH PRODUCTS
6	OVER-ALL FRONT VIEW OF CLUSTER A PAVILION	PHOTO CAMERA	1. ACTION SHOT OF PEOPLE AROUND THE AREA 2. CLEAN SHOT OF PAVILION (WITHOUT PEOPLE)
7	OVER-ALL RIGHT PERSPECTIVE VIEW OF CLUSTER A PAVILION	PHOTO CAMERA	1. ACTION SHOT OF AREA 2. CLEAN SHOT OF (WITHOUT PEOPLE)

Include **PHOTO** Action Shots for the ff:

1. Opening Ceremony
 - a. Include at least 2 pictures of each speaker.
 - b. Ribbon Cutting
 - i. At least 2 pictures of each participant in the ribbon cutting
 - ii. Wide angle shot of ribbon cutting ceremony participants
 - iii. Wide angle shot of ribbon cutting ceremony with audience
 - c. Photo-op in front of the pavilion (together with the bouquet, Pavilion, and participants)
(VIPs, VIPS + PH Delegation, PH Delegation only)
2. Business matching activities
3. Interaction of buyers in the Exhibitor Product Display
4. Interaction of visitors watching the LED Video Wall
5. Interaction of visitors inquiring in Reception Area
6. Visitors scanning the QR codes on the Storage Wall
7. Visitors scanning QR codes of exhibitors
8. Perspective shots of pavilion with visitors
9. Interaction of VIPs inside the Pavilion
10. Time-lapse shot of the pavilion

Include **VIDEO** Action Shots for the ff:

1. Opening Ceremony
 - a. Include focus video of each speaker.
 - b. Ribbon Cutting
 - i. Focus video of each participant in the ribbon cutting
 - ii. Wide angle shot of ribbon cutting ceremony participants
 - iii. Wide angle shot of ribbon cutting ceremony with audience
 - c. Video in front of the pavilion (together with the bouquet, Pavilion, and participants)
(VIPs, VIPS + PH Delegation, PH Delegation only)
2. Business matching activities
3. Interaction of buyers in the Exhibitor Product Display
4. Interaction of visitors watching the LED Video Wall
5. Interaction of visitors inquiring in Reception Area
6. Visitors scanning the QR codes on the Storage Wall
7. Visitors scanning QR codes of exhibitors
8. Perspective shots of pavilion with visitors
9. Interaction of VIPs inside the Pavilion
10. Time-lapse shot of the pavilion