

**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-2023-0150-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 PHOTOGRAPHER AND  
VIDEOGRAPHER FOR THE PHILIPPINE PARTICIPATION IN  
CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2023**

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

Qualifications:

1. Must be based in Shanghai, China
2. At least two years 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.

**Approved Budget of the Contract: PHP 100,000.00**

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



## REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

Date: 18 October 2023  
RFQ No.: 2023-0150-R1

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).

<u>Deadline of Submission of Quotations: 23 October 2023</u>	<u>Time: 05:00PM</u>
<u>Schedule of Opening of Bids: 24 October 2023</u>	<u>Time: 02:00PM</u> <u>Venue: ZOOM</u>

### HIRING OF ONSITE PHOTOGRAPHER AND VIDEOGRAPHER FOR THE PHILIPPINE PARTICIPATION IN CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2023

(Please see attached Indicative Shot List)

APPROVED BUDGET FOR THE CONTRACT: PHP 100,000.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><u>Period of Engagement:</u> 6 November 2023, 8:00AM to 6:00 PM (10 hours total) (Shanghai, China time)</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 photographers and/or videographers based in Shanghai, China who will photo and/or 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 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.</li> <li>5. Upload in an online drive to be provided by CITEM all the raw and properly labeled and/or organized photos and videos after every day. The edited, color-corrected, and properly organized and/or labeled photos and/or videos must be submitted on or before 10 November 2023 via the same online drive provided by CITEM.</li> </ol> <p><u>Qualifications:</u></p> <ol style="list-style-type: none"> <li>1. Must be based in Shanghai, China</li> <li>2. At least two years 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> <ul style="list-style-type: none"> <li>• Full payment to be processed after the engagement.</li> <li>• Must be 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> </ul>		

**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: \_\_\_\_\_

## INDICATIVE SHOT LIST

### Onsite Photographer and Videographer for the Philippine Participation in CIIE 2023

- I. Venue**
    - A. Façade of NECC
      - 1. Wide angle clean shot of the venue only
      - 2. Action shot of people around the venue
    - B. Hallways or areas leading to the PH Pavilion
    - C. Aerials, if possible
    - D. Other key venue features or areas of the venue with or without signage/s
  - II. Philippine Pavilion**
    - 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 only
      - 2. Exhibitors – posed/staged and candid
      - 3. Exhibitor interaction with buyers or visitors (sampling, negotiation, inquiry-taking, etc.)
      - 4. Product Shots
  - III. Participation / Interactions**
    - A. Group Photos
      - \*Remarks: PH Pavilion 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 Pavilion
      - 2. Buyers or Visitors visiting or checking the exhibitors or samples
  - 3. Other key interactions or activities within the PH Pavilion
  - IV. Opening Ceremony**
    - A. Set-Up
    - B. Speakers
    - C. Ribbon Cutting
    - D. Crowd
  - V. Other Pavilions and Special Areas**
    - A. Façade – *country or company name and display or set-up must be visible.*
    - B. Action shots of crowd or buyers of said pavilions (as applicable)
  - VI. Video**
    - A. Action shots (Opening ceremony, VIPs/buyers, exhibitors/CITEM)
    - B. Product shots (Close up, medium)
    - C. Booth shots (Wide)
    - D. Aerials (If possible)
    - E. Establishing shots (Venue/ facade/ registration/ visitors/ signages)
- Other Remarks:**
- 1. Ensure photos have landscape and portrait orientation equivalent.
  - 2. Ensure multiple options of photos or videos to be captured for variety and selection.
  - 3. Photos must be in .jpg or .png and vidoes in .mp4 format.
  - 4. The photographer/videographer may take additional shots as they deem necessary, provided its relevance to the PH Participation and upon consultation with the onsite project coordinator/s.