



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number	8355236
Procuring Entity	DEPARTMENT OF TOURISM
Title	Production of OIMD Audio Visual Presentation
Area of Delivery	Metro Manila

Solicitation Number:	RFP No. 2022 - 01 - 0007	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	5
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	15/01/2022
Approved Budget for the Contract:	PHP 620,000.00	Last Updated / Time	14/01/2022 19:53 PM
Delivery Period:		Closing Date / Time	18/01/2022 10:00 AM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

OFFICE OF INDUSTRY MANPOWER DEVELOPMENT
TERMS OF REFERENCE
PRODUCTION OF OIMD AUDIO VISUAL PRESENTATION
February 2022

I. Background and Project Description

R.A. 9593 otherwise known as Tourism Act of 2009, recognized tourism as an indispensable element of the national economy and an industry of national interest and importance. Pre-pandemic time, tourism is a major revenue generator, a catalyst for socio-economic growth and a source of national pride.

As mandated under Section 13 of Republic Act 9593, the OIMD is tasked to conduct regular trainings, continuing education programs and capacity building for the tourism industry workforce. The OIMD is also tasked to engage industry practitioners and experts as resource speakers in order to implement these programs. Congruent to this Tourism Act is the Philippine Tourism Human Capital Development to articulate the vision of Harnessing Competent World-Class Filipino Tourism Professionals

To encapsulate the different OIMD programs and projects, the office deemed it necessary to produce an Audio Visual Presentation which would narrate how the different skills and advocacy trainings significantly contributed to improve the lives of thousands of individuals and communities. Through the stories of the people from the tourism sector, those who dedicated their lives to making meaningful and memorable experience for visitors, the public is able to affirm the transformative power of the tourism industry especially at this time when Philippine tourism is opening again to the world.

II. Objectives

1. To produce an Audio Visual Presentation that highlights the Tourism Industry Training Accomplishments that can be

disseminated through digital platforms, shown in the DOT-OIMD events/trainings, and to be shared by the general public

2. To showcase the continuous efforts of the Department both at the central and regional offices in upgrading human resources capability to be globally competitive

3. To create mileage on the different training programs and projects conducted by OIMD to reskill and upskill the tourism workforce.

III. Requirements

The DOT is in need of a company to provide professional and technical services to produce an Audio Visual Presentation

IV. Scope, Coverage and Deliverables

1. Description of Deliverable

1.1 Produce one mother Audio Visual Presentation with two versions of 7 minutes each and one 3-minute version (minor modification from mother AVP), which will feature the program thrusts and accomplishments of the Office of Industry Manpower Development and "subjects" - Filipino tourism professionals, front liners, tourism enterprises, organizations and communities in the tourism industry.

1.2 The Subjects of the AVP will come from Luzon, Visayas and Mindanao from the compilation of photos and videos of previous trainings conducted by the OIMD

1.3 Digitally published and will be shown in various OIMD events, conference presentations, and social media

1.4 Suitable for broadcast on LED screens, large screens, mobile screens, TV screens

1.5 This will not be broadcasted as a TV commercial

1.6 AVP to showcase the stories of the subjects and communicate the knowledge and skills gained and developed from the trainings attended

1.7 Treatment is direct, documentary style to foster a sense of pride in the Philippine tourism workforce.

1.8 The medium to be used is English but subjects of the AVP can use local language

2. Scope of work for the AVP

2.1 Establish a team of technical personnel required for the production of the AVP

2.2 After the consultation meeting with DOT-OIMD, propose a concept, storyboard, treatment for the AVP, which is aligned with the DOT-OIMD training policies and thrusts

2.3 Present the proposal to DOT-OIMD for approval, and must apply necessary revisions

2.4 Develop the script to be approved by DOT-OIMD

2.5 Post-production process of the AVP (editing, special effects, graphic animations, subtitles, soundtrack (1 pre-approved) etc.

2.6 Prepare and submit to OIMD the Project Timetable upon receipt of Notice of Award.

3. Deliverables

3.1 Submit to DOT for approval of the AVP

3.2 Produce edit down of the approved AVP

3.3 Provide full production and ready-to-publish product, i.e: product, edit, provide music, voiceover, script

3.4 Submit the AVP in a hard drive in high definition

3.5 All client-provided materials for use in the AVP should be returned to the client at the end of the project. Said materials shall only be used strictly/solely for this specific project.

V. Project Duration

Will commence upon issuance of Notice of Award and final approved product should be submitted to OIMD not later than February 3, 2022.

VI. Other Requirements

Must be willing to provide services on a send-bill arrangement and based on government procedures

VII. Approved Budget Cost

Six Hundred Twenty Thousand Pesos (Php620,000.00) inclusive of all applicable government taxes in accordance with government procedure.

VIII. Contact Person

ELENITA M. PAREJA

Office of Industry Manpower Development

Email address – empareja.oimd@gmail.com

Prepared by:

ELENITA M. PAREJA

Project Officer

Approved by:

ROWENA LU Y. MONTECILLO

Director

Office of Industry Manpower Development

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Consulting Services	Production of OIMD Audio Visual Presentation	1	Lot	620,000.00

Other Information

Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.

2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.

3. PhilGEPS Registration Number

4. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

5. Professional License/Curriculum Vitae

6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.

7. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Terms of Reference. (See attached Annexes TD 1 & 2)

8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement (to be submitted prior to award)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 18 January 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 14/01/2022

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