



OFFICE OF INDUSTRY MANPOWER DEVELOPMENT
TERMS OF REFERENCE
PRODUCTION OF VSOP AUDIO VISUAL PRESENTATION
November 2022

I. Background and Project Description

The COVID-19 pandemic has disrupted not only tourism businesses but also school activities such as the practicum program of tourism and hospitality management courses in higher education institutions. Practicum activities have been temporarily suspended as most tourism establishments where students undergo practicum program have temporarily closed or ceased operation. Moreover, since most practicum activities are based on face-to-face setup, both tourism schools and enterprises must pivot and develop learning plans suitable to the new normal.

In order to assist tourism and hospitality students finish their practicum programs, the Department of Tourism, with the support of the Hotel and Restaurant Association of the Philippines (HRAP), Association of Administrators in Hospitality Hotel and Restaurant Management Education Institutions (AAHRMEI) and the Commission on Higher Education (CHED) have proposed a joint program on the facilitation of practicum activities, with the support of other industry associations.

The Program was launched on October 21, 2021 with two batches of matching sessions participated by twenty-six tourism establishment and ten learning institutions. The program has assisted twenty-two students to complete their practicum requirement to graduate in the hospitality and tourism courses.

To encapsulate the proceedings during the matching sessions and testimonials of the participants, the office deemed it necessary to produce an Audio Visual Presentation which would narrate how the program has evolved, the experiences of the students in adjusting to a new mode of practicum, and learnings derived from the program.

II. Objectives

1. To produce an Audio Visual Presentation that highlights the VSOP Program 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 in upgrading human resources capability to be globally competitive
3. To create mileage on the different modes of practicum that can be adopted.

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 an Audio Visual Presentation of seven (7) minutes which will feature the VSOP program objectives. and accomplishments.
- 1.2 The Subjects of the AVP will come from the different VSOP participating host establishment, learning institutions and students from the compilation of photo during the matching session 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 virtual practicum attended
- 1.7 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 and company has produced at least a minimum of three (3) audio-visual presentation.
- 2.2 After the consultation meeting with DOT-OIMD, propose a concept, storyboard, treatment for the AVP, which is aligned with the OIMD-VSOP objectives and accomplishments
- 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.

3. Deliverables

- 3.1 Submit to DOT for approval of the AVP
- 3.2 Provide full production and ready-to-publish product, i.e: product, edit, provide music, voiceover, script
- 3.3 Submit the AVP in a hard drive in high definition
- 3.4 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 November 11, 2022.

VI. Other Requirements

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

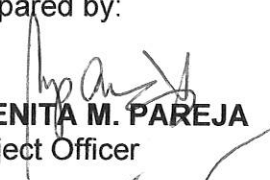
VII. Approved Budget Cost

One Hundred Ninety-one Thousand Pesos (Php191,000.00) inclusive of all applicable government taxes in accordance with government procedure.

VIII. Contact Person

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