



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 9396454
Procuring Entity DEPARTMENT OF TOURISM
Title Photo and Video Content Production for the Anilao Underwater Shootout

Area of Delivery

Solicitation Number: RFQ NP-SVP 2023-006	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	2
Category: Consulting Services	Date Published	10/01/2023
Approved Budget for the Contract: PHP 956,050.00	Last Updated / Time	10/01/2023 00:00 AM
Delivery Period:	Closing Date / Time	13/01/2023 11:00 AM
Client Agency:		
Contact Person: Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TERMS OF REFERENCE

PROJECT TITLE

Photo and Video Content Production for the Anilao Underwater Shootout

DESCRIPTION

The Office of Product and Market Development (OPMD) is in need of the services of a competent underwater video production firm to conceptualize and produce underwater video content for the Dive Philippines brand.

MINIMUM REQUIREMENTS

Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
Must be willing to provide services on a send-bill arrangement;
Must shoulder all travel expenses, including accommodation and diving, for members of the production team;

SCOPE AND WORK DELIVERABLES

PHOTO DOCUMENTATION

Provide photo documentation of the following Anilao Underwater Shootout event components:

Registration
Photography Workshops
Photo Submission Process
Judges' Deliberation
Awarding Ceremony

UNDERWATER VIDEO CONTENT DEVELOPMENT

Conceptualize and produce a 1-minute pre-event promotional video featuring stock footage of various sites (topside and underwater) in Anilao and sound bites from competition judges;
Conceptualize, shoot, and produce a 2-minute destination video that will showcase Anilao as a top underwater photography destination and highlight its rich marine biodiversity;
Conceptualize, shoot, and produce a 2-minute event wrap-up video that will document the Anilao Underwater Shootout event components (registration, photography workshops, shootout dives, photo submission, judges' deliberation, and awarding ceremony) and feature soundbites from competition judges and participants;
Video production firm must submit a storyboard for the end-user's approval within 3 days upon awarding of the contract;
Video production firm must shoulder transportation expenses (Manila to Anilao to Manila), accommodation, meals, and dives of all technical and production crew.

FINAL OUTPUT

Final output must depict the Philippines as a world-class underwater photography destination with the richest marine biodiversity in the Region;
Final output must be professionally edited, inclusive of color grading and correction, and must include audio scoring;
Final output must be high-resolution, at least 1080p;
Final output must be ready for web, broadcast, and commercial use;
Final output must be submitted to the DOT in a 1 TB external hard drive;

SCHEDULE OF DELIVERABLES

February 10, 2023 – Delivery of final 1-minute promotional video
February 25, 2023 – Delivery of final 2-minute event video
March 15, 2023 – Delivery of final 2-minute destination video

BUDGET

The approved budget for this project is NINE HUNDRED FIFTY-SIX THOUSAND FIFTY PESOS (P 956,050.00), inclusive of all applicable taxes, and should cover all requirements enumerated above.

PAYMENT TERMS

First Tranche: 40% upon submission of approved overall concept and storyline;
Second Tranche: 60% upon submission and acceptance of final output.

SHORTLISTING CRITERIA

(please see attached TOR for the Shortlisting Criteria)

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Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company: _____

Address of the Bidder/Company: _____

Title of the Project: _____

Reference # 2023-01-006

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:
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

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before FRIDAY, 13 January 2023 11:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 09/01/2023

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