

TERMS OF REFERENCE

I. PROJECT TITLE

Video Content Production for the Anilao Underwater Shootout

II. EVENT DATES

May 22 to 26, 2023

III. 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.

IV. MINIMUM REQUIREMENTS

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

V. SCOPE AND WORK DELIVERABLES

PHOTO DOCUMENTATION

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

1. Registration
2. Photography Workshops
3. Photo Submission Process
4. Judges' Deliberation
5. Awarding Ceremony

UNDERWATER VIDEO CONTENT DEVELOPMENT

1. Conceptualize and produce a 1-minute promotional video featuring stock footage of various sites (topside and underwater) in Anilao and sound bites from competition judges;
2. 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;
3. 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;
4. Video production firm must submit a storyboard for the end-user's approval within 3 days upon awarding of the contract;
5. Video production firm must shoulder transportation expenses (Manila to Anilao to Manila), accommodation, meals, and dives of all technical and production crew.

FINAL OUTPUT

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

VI. 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.

VII. PAYMENT TERMS

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

VIII. SHORTLISTING CRITERIA

A.	APPLICABLE EXPERIENCE OF THE CONSULTANT	
1.	Relevance of company portfolio to the project	
	Bidder has completed 5 or more Underwater Video Production projects.	30
	Bidder has completed 2 to 4 Underwater Video Production projects.	15
	Bidder has no experience implementing Underwater Video Production projects.	0
2.	Experience and Credentials	
	Bidder has implemented at least 2 Underwater Video Production projects for National Tourism Organizations (i.e., government tourism agency or body) or scuba diving certification agencies (i.e., PADI, SSI, CMAS, etc.)	15
	Bidder has implemented 1 Underwater Video Production project for a National Tourism Organization (i.e., government tourism agency or body) or scuba diving certification agency (i.e., PADI, SSI, CMAS, etc.)	8
	Bidder has no experience implementing Underwater Video Production projects for National Tourism Organizations or scuba diving certification agencies.	0
B.	QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB	
1.	Work Experience	
	All assigned personnel have experience working on at least 2 Underwater Video Production projects.	30
	50% of assigned personnel have experience working on at least 2 Underwater Video Production projects.	15
	Assigned personnel have no experience working on Underwater Video Production projects.	0

2.	Personnel Certifications	
	All assigned personnel are certified divers (i.e., Open Water Diver, Advanced Open Water Diver, Rescue Diver, Dive Master, Dive Instructor.)	15
	At least 2 assigned personnel are certified divers (i.e., Open Water Diver, Advanced Open Water Diver, Rescue Diver, Dive Master, Dive Instructor.)	8
	None of the assigned personnel are certified divers.	0
C.	CURRENT WORKLOAD RELATIVE TO CAPACITY	
1.	Number of on-going similar and related projects relative to capacity	
	No on-going similar and related projects with contract cost equal or greater than the ABC (PhP 956,050.00)	10
	1 to 2 on-going similar and related projects with contract cost equal or greater than the ABC (PhP 956,050.00)	5
	Total	100
	Passing Rate	70

IX. CONTACT PERSON

Contact Persons : **Celstine Sy**
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