

## **TECHNICAL SPECIFICATIONS**

### **I. PROJECT TITLE: VIDEO DOCUMENTATION OF FILIPINO BRAND OF SERVICE EXCELLENCE'S (FBSE) JOURNEY TO 100K**

### **II. MINIMUM REQUIREMENT FOR SUPPLIERS**

1. Must be based within Metro Manila
2. Has the capability to deliver commitments on time
3. Must be willing to travel out of town as needed
4. Must not have a history of cancellation of award or non-compliance with deliverables
5. Must have experience handling a similar project
6. Must be able to submit a sample output of similar project
7. Must have miscellaneous assets/stock elements/music scoring
8. Must be willing to provide services on a send-bill arrangement

### **III. SCOPE OF WORK/SERVICES**

#### **DELIVERABLE: One (1) 3-to-5-minute video documentation of FBSE's Journey to 100K**

1. Sorting of stock photos, videos and other materials readily available from DOT
2. Assist in crafting the story board
3. Script writing
4. Out of town shoot, if necessary (to be determined by DOT)
5. Color grading
6. Video editing
7. Manpower Requirement
  - o Director
  - o Photographer
  - o Videographer
  - o Project Manager
  - o Scriptwriter
  - o Voice-over talent
  - o Sound Editor
  - o Video Editor

### **IV. REQUIREMENTS and CRITERIA**

1. Must be Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
2. Experience
  - a. Minimum of three (3) years' experience in providing the same service;
  - b. Must have completed a similar contract in the last three (3) years.
3. Non-submission of required sample works shall be ground for disqualification of bid.


**V. APPROVED BUDGET OF THE CONTRACT**

The total approved budget of the contract is **Php 400,000.00**

**VI. CONTACT PERSON**

**Contact Person** : **Joyce D. Cesar**  
**Office** : **2<sup>nd</sup> Floor DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City**  
**Contact Number** : **8459 5200 local 208**  
**Email Address** : **oastrcrg.rcb@gmail.com**

**NOTED BY:**

  
**MARIA RICA C. BUENO**  
Assistant Secretary **OCT 01 2023**