



## Bid Notice Abstract

### Request for Expression of Interest

**Reference Number** 11203744  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Consulting Services for the Philippine Tourism Diplomats Dive – Event Photo Documentation and Underwater Video Content Production

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-08-0288	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Consulting Services	<b>Date Published</b>	31/08/2024
<b>Approved Budget for the Contract:</b>	PHP 322,560.00	<b>Last Updated / Time</b>	31/08/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	03/09/2024 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

##### II. EVENT DATES

September 13 to 14, 2024

##### III. DESCRIPTION

- The Philippine Tourism Diplomats Dive Program will showcase the wondrous underwater beauty of the Philippine archipelago. The program aims to invite foreign diplomats from our top international source markets and ASEAN neighbors to participate in scuba diving activities, igniting their passion for scuba diving as a sport, and allow them to experience the diverse dive destinations of the Philippines.
- The Diplomats Dive is a new Dive Philippines Tourism Circuit event initiated by Secretary Christina Garcia Frasco. The event is modeled after the Philippine Experience Program (PEP), but it highlights the country's diverse dive destinations and focuses on the members of the Diplomatic Community in the Philippines. It will kick off in Anilao, Batangas, and aims to promote the various dive destinations in the Philippines, such as Cebu, Bohol, Camiguin, Boracay, Negros, Davao, Coron, and Puerto Galera. It also seeks to promote sustainable tourism practices, highlight top-side attractions, and celebrate local arts and cultures.
- The event intends to gather foreign diplomats in the Philippines (certified and non-scuba divers) in a series of dive tourism events around the country with the end goal of appointing them as Dive Philippines Ambassadors. Activities include Fun Diving for certified divers and Discover Scuba Diving for Dive Beginners or non-divers.
- Through this event, the Department will also celebrate the International Coastal Clean Up Day and the World Tourism Month, while promoting sustainable and responsible tourism by organizing coastal and underwater cleanup activities in partnership with the local stakeholders, the community, the Department of Environment and Natural

Resources (DENR), and provincial and local governments.

**IV. EVENT SCHEDULE**

September 13

- 8:00 AM to 10:00 AM - Arrival of guests
- 10:00 AM to 12:00 NN - Opening Ceremony
- 12:00 NN to 1:30 PM - Lunch
- 1:30 PM to 4:00 PM - Fun Dives and Discover Scuba Diving (DSD)
- 6:00 PM to 10:00 PM - Welcome Reception

September 14

- 6:00 AM to 9:00 AM - Coastal and Underwater Clean Up
- 12:00 NN to 4:00 PM - Taal Heritage Tour

**V. 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.

**VI. SCOPE AND WORK DELIVERABLES**

**PHOTO DOCUMENTATION**

Provide photo documentation of the following event components:

1. Registration
2. Arrival of DOT Officials and VIP guests
3. Regional Showcase Booth Tour
4. Welcome Reception
5. Ceremonial Opening: Giant Stride into the Pool
6. Dive Briefing
7. Fun Dives
8. Underwater Selfie with Love the Philippines marker / artificial reef
9. Diplomat’s Night (Dinner Program)
10. Coastal and Underwater Clean Up
11. Taal Heritage Tour

**UNDERWATER VIDEO CONTENT DEVELOPMENT**

1. Conceptualize, shoot, and produce the following:
  - a. One (1) 1-minute same day edit (SDE) video that will document the highlights of the Welcome Reception and Fun Dives;
  - b. One (1) 3-minute event wrap-up video that will document the Philippine Tourism Diplomats Dive event components, highlight Anilao’s rich marine biodiversity, and feature soundbites from DOT officials and select VIPs;
2. 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 dive destination with the richest marine biodiversity in the Region and the Philippine Tourism Diplomats Dive program as an event that provides a platform for the Department to encourage foreign diplomats to engage in scuba diving activities and promote peacebuilding and diplomatic networking in a relaxed atmosphere;
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 flash drive.

**VII. SCHEDULE OF ACTIVITIES**

- September 10, 2024 - Submission of proposed storyboard
- September 13 to 14, 2024 - Event Proper
- September 13, 2024 - Submission of SDE Video
- September 18, 2024 - Submission of Event Wrap Up Video (First Draft)
- September 20, 2024 - Submission of Event Wrap Up Video (Final)

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Consulting Services	Photo Documentation and Underwater Video Content Development	1	Lot	322,560.00

**Other Information**

Kindly submit your Proposal (with timeline, plan and methodology) and the following eligibility documents on or before 03 September 2024, 1p.m., to: nplucman@tourism.gov.ph, to wit:

- 1 Registration Certificate
- 2 Mayor's Permit
- 3 PhilGEPS Registration Number
- 4 Latest Income Tax Return (for ABC above PhP500,000.00)
- 5 List if Key personnel to be assigned to the Contract to be bid, with their complete qualifications and experience data.
- 6 Professional License/Curriculum Vitae of the (main) Consultant and the Support Staff
- 7 Statement of the Prospective Bidder of all its going 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
- 8 (signed and notarized) Omnibus Sworn Statement
- 9 Company Profile (with organizational structure)

**Created by** Norjannah P Lucman

**Date Created** 30/08/2024

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