



## TERMS OF REFERENCE

### PRODUCTION OF THE FILMING LOCATIONS PORTFOLIO

#### I. PURPOSE

- Advertising material of DOT for distribution and information of relevant film industry stakeholders.
- Compilation of scenic film tourism locations and its relevant descriptions.

#### II. MINIMUM REQUIREMENT FOR SUPPLIERS

- Bidder must be PhilGEPS;
- Preferably a media company with at least 5 years of expertise in traditional and digital expertise in editorial and creative services;
- Bidder must have experience in full package services (writing, design, photography, supervision, and printing) for books, brochures, corporate profile, annual reports, flyers, posters, and other collateral materials related to Film and/or Tourism;
- Bidder must be willing to provide warranty/ return and exchange of defective items;
- Bidder must submit an actual sample upon receipt of Notice of Award for the approval of the end- user; and
- Must be willing to provide services on send-bill arrangement.

#### III. SCOPE OF WORK/SPECIFICATIONS

ITEM	DESCRIPTION
<b>PORTFOLIO (Hard Copy)</b>	<b>Quantity:</b> 60 copies <b>Brochure Type:</b> Accordion Type <b>Paper Stock:</b> C2S 220 <b>Printing Process:</b> Matte Type
<b>QR Code</b>	<b>Content:</b> link to film location portfolio (soft copy)



#### IV. BUDGET AND PAYMENT SCHEDULE

The approved budget for the contract is **FIVE HUNDRED FIFTY THOUSAND PESOS (Php550,000.00)** inclusive of all government taxes and delivery charges and shall be charged against 2024 OFST Work Financial Plan Program.

Payment for remuneration shall be made following tranches:

- Initial Fee (50% of the total budget) upon submission and approval of the mock-up designs.
- Last Fee (50% of the total budget) upon the submission of the final product.

#### V. COMPLIANCE TO SPECIFICATIONS

- Non-submission of required samples and materials results in bid disqualification.
- The winning bidder may propose changes to the design/materials to improve the quality provided. The bid amount stays and will not exceed the Total Budget, and changes must be approved by the end-user.
- The winning bidder must perform in accordance with the technical specifications and approved designs. Any defects or deviations must be corrected at the bidder's expense once notified by the end-user.
- The winning bidder must allow the Department of Tourism (DOT) to use the materials, including film location photos, for future use and archival purposes. The bidder must also ensure that all photos, videos, and footage comply with copyright laws, with any unauthorized use, reproduction, or distribution strictly prohibited.
- The Winning Bidder shall keep in confidence all confidential information provided by the DOT End User and shall not use, reproduce, nor disclose to others the approved and bidding codes, except to those persons entrusted/authorized by the DOT-End User.
- Submission of the draft copy of the E-Brochure 2 days upon receiving the Notice of Award.
- Submission of the final product is 3 days upon receiving the approved sample by the End User to the delivery address at the Department of Tourism Central Office, 351 Senator Gil Puyat Avenue, Makati City. Office of Film and Sports Tourism.  
Office of Film and Sports Tourism


#### VI. TECHNICAL CRITERIA

<b>A</b>	<b>APPLICABLE EXPERIENCE OF THE CONSULTANT</b>	
<b>1.</b>	<b>Relevance of company portfolio to the project</b>	
	Consultant has experience producing work for tourism-related organizations.	20
	Consultants has no experience producing work for tourism-related organizations.	0




<b>B</b>	<b>QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB</b>	
<b>1.</b>	<b>Work Experience 1</b>	
	Consultant has 8 to 10 years of experience in Developing Film Brochure.	20
	Consultant has 5 to 7 years of experience in Developing Film Brochure.	10
	Consultant has less than 5 years of experience in Developing Film Brochure.	0
	<b>QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB</b>	
<b>2</b>	<b>Work Experience 2</b>	
	Consultant's Film Photography and Videography work has been featured in international networks or international film festival.	25
	Consultant's Film Photography and Videography work has been featured in domestic networks or domestic film festival.	0
<b>C</b>	<b>CURRENT WORKLOAD RELATIVE TO CAPACITY</b>	
<b>1.</b>	Number of on-going similar and related projects with contract cost equal or greater than the ABC.	5
	1 to 2 on-going similar and related projects with contract cost equal or greater than the ABC.	0
	<b>Total</b>	80
	<b>Passing Rate</b>	70

## VII. CONTACT PERSON

  
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 Office Film and Sports Tourism  
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Approved by:

  
**ROBERTO P. ALABADO III**  
 Director  
 Office of Film and Sports Tourism

