

## TERMS OF REFERENCE

### PROCUREMENT OF PHOTO DOCUMENTATION AND VIDEO CONTENT PRODUCTION SERVICES IN PARTICIPATION TO THE 37<sup>TH</sup> MANGO TEE INVITATIONAL GOLF TOURNAMENT

30 JANUARY 2025 – 8 FEBRUARY 2025  
ALABANG, MUNTINLUPA CITY

#### I. OBJECTIVES

1. **Promote Local Tourism:** The Mango Tee Invitational Golf Tournament attracts participants and spectators from various regions, offering an excellent platform to showcase local attractions, culture, and hospitality. Sponsoring the event aligns with the Department's mission to promote tourism as a vital economic driver.
2. **Brand Visibility:** Provide sponsorship with the benefit of having a direct platform to engage in influential audiences through featured promotion including logo placements and booth display during the entire duration of the event, quarterly newsletters, digital signages, and social media community group of Alabang Country Club.
3. **Honor Sporting Excellence:** Acknowledge the accomplishments of golfers who have demonstrated their talent and sportsmanship during the tournament, promoting a spirit of camaraderie and celebration among all participants.
4. **Strengthen Partnerships:** Develop and reinforce collaborations between the Department of Tourism, event organizers, sponsors, and stakeholders fostering long-term collaborations for future golfing events and tourism initiatives.
5. **Media Coverage:** Achieve comprehensive media coverage and publicity for the event, positioning the Philippines as a premier destination for golfers and attracting future participants and spectators including industry leaders, foreign investors, and key influencers.
6. **Leave a Lasting Impression:** Ensure that the grand awarding and raffle night dinner serves as a remarkable conclusion to the tournament, providing participants, sponsors, and guests a positive perception of the Philippines as a distinguished host destination.

#### II. MINIMUM REQUIREMENTS FOR SUPPLIER:

- a. Must provide all equipment necessary for the shoot (i.e., cameras, tripods, lighting, etc.);
- b. Must be equipped with professional-level camera equipment (at least full frame cameras for still photography, and at least micro-four thirds for video);
- c. Must be a professional photo and video production services for the last three (3) years;
- d. Must have covered at least thirty (30) golf-related events both local and/or international for the last seven (7) years;
- e. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS); and
- f. Must be willing to provide services on a send bill arrangement.

#### III. SCOPE AND WORK DELIVERABLES

##### **Inclusive Dates:**

January 30, 2025 – Ceremonial Tee Off

February 1, 2025 – First day of the Tournament

February 8, 2025 – Last day of the Tournament and Grand Awarding Night

PARTICULARS	REMARKS
<p><b>A. Photo Documentations</b></p>	<ul style="list-style-type: none"> <li>• Photography of event highlights for all three dates;</li> <li>• Aerial footage using drones;</li> <li>• At least two (2) copies of printed and electronic narrative documentation report;</li> <li>• Compilation of photo documentation in an external hard drive and a google drive link;</li> <li>• Equipment: Camcorders/ DSLRs/ Mirrorless/ PTZ/ Broadcasting/ Action Cameras and dedicated cameras for documentation purposes; and</li> <li>• Photography Team</li> </ul>
<p><b>B. Video Documentations</b></p>	<ul style="list-style-type: none"> <li>• Videography of event highlights for all three dates;</li> <li>• Aerial footage using drones;</li> <li>• At least two (2) copies of printed and electronic narrative documentation report;</li> <li>• Compilation of video and photo documentation in an external hard drive and a google drive link;</li> <li>• Equipment: Camcorders/ DSLRs/ Mirrorless/ PTZ/ Broadcasting/ Action Cameras and dedicated cameras for documentation purposes; and</li> <li>• Videography Team</li> </ul>
<p><b>C. Same Day Edits</b></p>	<ul style="list-style-type: none"> <li>• Conceptualize, shooting, and production of Same day edit videos for all three dates (Presentation for playback during the Ceremonial Tee-Off, first day and last day of the tournament, and a separate SDE for the Awarding Night).</li> <li>• Final output must be high-resolution of at least 1080p;</li> <li>• Video must be professionally post-processed, color-graded and corrected, and inclusive if audio scoring, ready for web broadcast and commercial use;</li> <li>• Provision of a full production team to include Photography team, Videography team, Drone Operator, Video editor, etc.; and</li> <li>• At least 1TB Hard Disk Drive</li> </ul>
<p><b>D. Audio-Visual Presentations</b></p>	<ul style="list-style-type: none"> <li>• Conceptualize, shooting, and production of an 8-10 minutes, trimmed down to 3-4 minutes AVP featuring the Alabang Country Club, Inc.</li> <li>• Final output must be high-resolution of at least 1080p;</li> <li>• Video must be professionally post-processed, color-graded and corrected, and inclusive if audio scoring, ready for web broadcast and commercial use;</li> </ul>

	<ul style="list-style-type: none"> <li>• Provision of a full production team to include Photography team, Videography team, Drone Operator, Video editor, etc.; and</li> <li>• At least 1TB Hard Disk Drive</li> </ul>
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- *All concepts and materials (raw and edited) formulated and designed with this project shall be owned by DOT with full and exclusive rights on its future use;*
- *All materials produced during the period of engagement shall be amenable to edit at no cost to the DOT; and*
- *Must be inclusive of food and transportation of the whole team for three (3) days.*

Provide photo and video documentation and video content production of the following event components:

<b>DATE</b>	<b>DESCRIPTION</b>	<b>EVENT COMPONENTS</b>
January 30, 2025	Ceremonial Tee-Off	<ul style="list-style-type: none"> <li>• Arrival of the Players</li> <li>• Opening Ceremony</li> <li>• Shots of teeing off, action shots on the course, and scenic views of the Alabang Country Club, Inc.</li> <li>• Close-ups of course features</li> <li>• 1000 players</li> </ul>
February 1, 2025	First day of the Tournament	<ul style="list-style-type: none"> <li>• Arrival of the Players</li> <li>• Opening Ceremony</li> <li>• action shots on the course, and scenic views of the Alabang Country Club, Inc.</li> <li>• Aerial views or wide shots of the golf course and surrounding landscapes</li> <li>• Photos and videos of tournament highlights</li> <li>• 1000 players</li> </ul>
February 8, 2025	Last day of the Tournament & Awarding night	<ul style="list-style-type: none"> <li>• Arrival of the guests and players</li> <li>• Venue Set-up and Decorations</li> <li>• Opening Ceremony</li> <li>• Shots of teeing off, action shots on the course, and scenic views of the Alabang Country Club, Inc.</li> <li>• Aerial views or wide shots of the golf course and surrounding landscapes</li> <li>• Photos and videos of tournament and awarding night highlights</li> <li>• Candid and posed shots of attendees, including players, VIPs, sponsors, and event organizers</li> <li>• Closing remarks and farewell shots</li> <li>• 1000 players and participants</li> </ul>

**Submission of Draft to End-user:** within three (3) to five (5) working days after the end of event.

**Approval of the Draft by the end-user:** within ten (10) working days upon receipt of the drafted Audio-Visual Presentation.

**Submission of Final Output to End-user:** Must be not later than March 7, 2025.

#### **IV. BUDGET**

The total budget is **FIVE HUNDRED NINE THOUSAND ONE HUNDRED SEVENTEEN PESOS AND 33/100 (₱ 509,117.33)**, inclusive of applicable taxes and should cover all requirements enumerated above.

*The winning bidder shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.*

#### **V. PAYMENT TERMS**

Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.


#### **VII. CONTACT INFORMATION**

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Approved by:

  
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**SHORTLISTING CRITERIA**

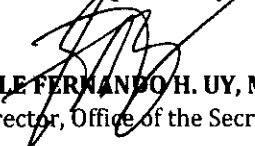
CRITERIA		POINTS
<b>I.</b>	<b>APPLICABLE EXPERIENCE OF THE FIRM/COMPANY - 40%</b>	
	<b>A. Years of professional experience in providing multimedia services for golf-related events:</b>	
	More than three (3) years of experience = 20	
	Atleast three (3) years of experience = 10	
	Less than three (3) years of experience = 0	
	<b>B. Number of relevant projects completed (local and/or international)</b>	
	Covered more than thirty (30) both local and international golf-related events = 20	
	Covered atleast (30) both local and international golf-related events = 15	
	Covered fewer than thirty (30) local and international golf-related events = 0	
<b>II.</b>	<b>QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB - 20%</b>	
	<b>A. Work experience of the assigned personnel in similar event</b>	
	All assigned personnel have at least three (3) years of experience in golf-related video production projects. = 20	
	50% of assigned personnel have at least two (2) years of experience in golf-related video production projects. = 10	
	Assigned personnel have no experience working on golf-related video production projects. = 0	
<b>III.</b>	<b>TECHNICAL CAPABILITY AND EQUIPMENT - 40%</b>	
	<b>A. Availability of equipment (camera, audio, lighting, tripods, drone)</b>	
	Complete equipment with backups = 20	
	Complete equipment with limited backup = 15	
	Complete equipment, no backup = 10	
	<b>B. Capacity for Same Day Edit and AVP production</b>	
	Demonstrated expertise in handling both Same Day Edit and high-quality AVP production, with more than 2 local and/or international completed projects = 20	
	Demonstrated expertise in handling both Same Day Edit and high-quality AVP production, with atleast 2 local and/or international completed projects = 15	
	Proficient in Same Day Edit or AVP production, with fewer than two (2) local only completed projects = 10	
	<b>GRAND TOTAL</b>	<b>0</b>
	<b>PASSING RATE</b>	<b>80</b>

Evaluated by:

  
LEA JANE L. MAPUTI

Tourism Operations Officer and Project Officer

Noted and Approved by:

  
LYLE FERNANDO H. UY, MBA  
Director, Office of the Secretary