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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5243649
Procuring Entity DEPARTMENT OF TOURISM
Title Consulting Services (Video Production Company for Laurent Ballesta's Philippine Expedition)
Area of Delivery Metro Manila

Solicitation Number: 2018-03-0092	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Consulting Services	Document Request List	3
Category: Consulting Services		
Approved Budget for the Contract: PHP 999,000.00		
Delivery Period: 1 Month/s		
Client Agency:	Date Published	22-Mar-2018
Contact Person: Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph	Last Updated / Time	22-Mar-2018 00:00 AM
	Closing Date / Time	26-Mar-2018 17:00 PM
Description		
TERMS OF REFERENCE		
BIDDER		
Video Production Company		
PROJECT TITLE		
Laurent Ballesta Philippine Expedition		
PURPOSE / OBJECTIVES		
The Philippine Department of Tourism (DOT), through the Office of Product and Market Development (OPMD), is in need of the services of a local video production company that can produce a 5 to 7-minute short film with a 3-minute edit down version for social media that will feature Laurent Ballesta's scientific exploration of the Pangatalan Island Marine Protected Area (PIMPA) which was established by the Sulubai Environmental Foundation (SEF).		
MINIMUM REQUIREMENTS		
A. Must be willing to provide services on send – bill arrangement; B. Must have worked with prominent international publications/media outfits such as National Geographic to ensure quality work; C. Must be capable of producing high-quality underwater, topside, and aerial content to ensure world-class and high-quality video content; D. Must be available to shoot on April 24 to 27, 2018		
SCOPE OF WORK AND DELIVERABLES		

A. Production of a 5 to 7-minute short film/documentary that will showcase Laurent Ballesta's scientific exploration of PIMPA and the eco-tourism initiatives of SEF;

B. Production Team

- The team must be made up of at most two (2) dedicated videographers, one (1) director, one (1) production manager, one (1) writer, and one (1) production assistant. The videographers must be capable of filming underwater. For safety reasons, any member of the team who will be diving must have at least Dive Master level certification (or equivalent), with at least one other member of the team certified in free diving with a recognized agency like PADI or AIDA;
- The team must be equipped with cameras with a micro four-thirds sensor or larger;
- The team must be equipped with an RPAS (Remotely Piloted Aircraft System) capable of carrying at least a micro four-thirds sensor camera or larger;
- The drone operator must hold CAAP (Civil Aviation Authority of the Philippines) RPAS (Remotely Piloted Aircraft System) Controller Certificate.

C. Production, Editing, and Final Output

- Coordinate with the OPMD – Dive on other special requirements for the coverage of the event;
- Be responsible for other matters directly related to the video coverage as may be required by the DOT;
- Must be capable of creating CGI and text animation;
- Must be capable of audio post-production with original music scoring;
- Must be capable of editing and colour-grading with industry standard software like Avid Media Composer or Da Vinci Resolve;
- Must allow a minimum of 2 sessions in the editing suite with an OPMD - Dive representative.
- Final output must depict the Philippines as an emerging ecotourism destination.
- Final output must prominently feature Laurent Ballesta;
- Final output must include a 5-7 short film with a 3-minute edit down version;
- Final output must be in Apple ProRes 422 at 1920x1080;
- Final output must be submitted to the DOT no later than 30 working days after the final shooting day on a 1 TB external hard drive.

BUDGET

The total working budget is P999,000.00 and should cover all requirements enumerated above.

Cost proposal must be submitted with an itemized breakdown. In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

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

CONTACT PERSON

Contact Person : CELSTINE SY

Address : DEPARTMENT OF TOURISM
OPMD - Dive
5F, The New DOT Building
351 Sen. Gil Puyat Ave.
Brgy. Bel Air, 1200 Makati City

Contact Number : +632 459 52 00 loc. 520

Email Address : phdiveteam@gmail.com

Kindly submit the Eligibility Requirements listed below in a sealed envelope, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

ELIGIBILITY REQUIREMENTS:

1. Eligibility Documents Submission Form (Annex A)

2. Class "A" Documents:

a. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidders is located, or the equivalent document for Exclusive Economic Zones or Areas; and

(In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the official receipt (renewal) shall be accepted, provided that the renewed permit shall be submitted as a post-qualification the requirement in accordance with Section 34.2 of the IRR of RA9184

For individual consultants not registered under a sole proprietorship, a BIR Certification of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit; and

** For methods of procurement requiring Mayor's Permit and PHILGEPS Registration Number, Certificate of Platinum Membership may be submitted in lieu of the said documents.

- b. Philgeps Registration Number
- c. Latest Income/Business Tax Return (For ABCs above Php500K)
- d. Professional License/Curriculum Vitae
- e. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

NOTE: FINANCIAL DOCUMENTS WILL BE SUBMITTED AFTER THE SHORTLISTING OF BIDDERS

Deadline for the submission of documents: March 26, 2018

Created by Maria Alma O Almazan

Date Created 21-Mar-2018

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