



# PHILGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4698762  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Consulting Services (Photo and Video Documentary)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2017-08-0208	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Consulting Services	<b>Document Request List</b>	0
<b>Category:</b>	Consulting Services	<b>Date Published</b>	02-Aug-2017
<b>Approved Budget for the Contract:</b>	PHP 482,500.00	<b>Last Updated / Time</b>	02-Aug-2017 00:00 AM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	07-Aug-2017 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaalmazan@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

##### A. BIDDER

Video Production Company

##### B. PROJECT TITLE

Fifth (5th) Anilao Underwater Shootout

##### C. BACKGROUND

Date/ period covered: November 28 – December 2, 2017

Destination: Anilao, Mabini, Batangas

##### Description/Rationale:

Anilao was selected as the competition venue to take advantage of the destination's best season for macro diving (October-December) and footing as one of the richest macro diving destinations in the world. Around 150UW photographers, professional divers or dive fanatics and dive tour operators with media connections and established social media and online following from identified dive markets (i.e., Korea, China, Japan, US and

Europe, among others) will participate in the event.

Components:

**[E] Registration of Participants and Welcome Cocktail Reception**

Guests and participants would be welcomed with a grand cocktail reception complete with finger food, drinks, and music. This would be the perfect opportunity for the participants to gauge their competition and mingle and chat with fellow underwater photographers.

**[E] Three-day Shootout Competition and Fun Dives**

Participants are given the freedom to dive and explore the various dive sites of Mabini Batangas to photograph the rich flora and fauna of the area. Only the photos taken within the specified area during the three-day shootout would be accepted as competition entries

**[E] Closing/Awarding Ceremony**

The competition would be capped off by a grand awarding ceremony complete with food, music, and entertainment. Winners would be announced during the dinner while various other raffles prizes are given away to lucky participants.

As the event is on its 5th year, we are expecting a bigger event which would showcase the true characteristic of Filipino culture. The Video Production Company must be able to capture the highlights of the events exquisitely.

**D. OBJECTIVES**

1. To showcase the country as an excellent destination for UW macro photographers and entice them to engage their hobby in the Philippines
2. To sustain the gains achieved in the past three installments of the Anilao Competition (2013-2016) and ensure market penetration of the global UW photographers market segment
3. To reinforce standing of the Philippines as Asia's premier UW Macro Photography Destination through the multimedia platforms of invited world renowned UW photographers and international participants

**E. MINIMUM REQUIREMENTS**

1. Must have technical expertise in the production of photo and video documentary for underwater and topside shoot covering all components of the event (Submit 2-3 underwater videos and photos from previous work);
2. Must provide all underwater and above-water cameras and equipment necessary for the shoot (i.e, lights, audio equipment, lapels, among others)
3. Must shoulder underwater expenses of the shoot (i.e, dive boat, tanks and other underwater photo and video equipment)
4. Must shoulder meals and accommodation expenses of production staff and crew for the duration of the event
5. Must shoulder transportation/vehicle for the production staff, crew and equipment for the duration of the event
6. Must have Civil Aviation Authority of the Philippines (CAAP)-certified drone operators and must submit supporting documents
7. Team must be made up of Dive Professionals (Dive Master and Dive Instructors)
8. Willing to provide services on send-bill arrangement
9. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS)
10. Cost to be submitted must be inclusive of post-production expenses
11. Must submit 2-3 sample works of photo and video documentary (underwater and topside)

**F. SCOPE OF WORK**

**1. Deliverables:**

- Conceptualize and produce 1 to 2-minute pre-event save-the-date AVP, which features footage and image/s featuring various dive sites in Anilao (Deadline is on the 4th week of August 2017);
- Conceptualize and produce a 10-15 minute AVP as approved by the DOT for the duration of the Fifth (5th) Anilao UW Shootout in Anilao, Batangas;
- Photo coverage as approved by the DOT for the duration of the Fifth (5th) Anilao UW Shootout in Anilao, Batangas;

**2. Guidelines:**

Abide by the following guidelines in conceptualizing for the over-all photo and video coverage:

- Depict the Philippine diving experience as having the richest marine biodiversity in and Anilao, Mabini, Batangas;
- Conduct photo and video coverage of the international judges' and participants' activities above and underwater through interviews and footage of their diving and activities during key event components i.e. Registration, Shootout Proper, Seminars, Cocktail Reception, Judging and Awards Night;
- Produce a 1 to 2-minute save-the-date AVP, which features footage and image/s featuring various dive sites in Anilao;
- Produce a 10 to 15-minute AVP, which features footage and image/s featuring various dive sites in Anilao;
- Be responsible for other matters directly related to the photo and video coverage as may be required by the DOT;
- Shoulder all logistical expenses of the coverage including: transportation, meals and accommodations of the technical and production staff and crew

**3. Final Output**

- Final output must depict the Philippine as a world-class macro-photography destination.
- Final output must prominently feature VIPs and participants.
- Final output must feature event partners and sponsors in some form. Company logos would be provided by the DOT.
- Final output must be professionally edited (color grading and correction) and must include audio scoring.

- Final output must be super high resolution at 1080p (no frame rate specified in final render) ready for web, broadcast, and commercial use.
- Submit to the DOT the official event video coverage no later than fifteen (15) working days after the final shooting day on a 1 TB external hard drive.

**F. BUDGET**

Total estimated budget P482,500.00

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.

**G. PROJECT OFFICER/ CONTACT PERSON**

Ghienel Gustilo or Jam Concel (Dive-MDG)

Tel # 459-5200 loc. 522/520

Mobile: 0927-2845375/ 09064136642

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

Deadline for the submission of quotation: August 7, 2017 10:00 am

Kindly submit your quotation for the purchase of the above requirement, 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

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS:**

1. Current Mayor's/Business Permit
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
5. Professional License/Curriculum Vitae

**Created by** Maria Alma O Almazan

**Date Created** 01-Aug-2017

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