

REQUEST FOR PROPOSAL

BID ID NO. 53835

The Department of Tourism – Office of Product and Market Development (OPMD), thru its Bids and Awards Committee (BAC), intends to procure Photo and Video Content Curation and Licensing for Dive Philippines through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184. The details of the procurement project is indicated in the table below:

TERMS OF REFERENCE

PROJECT TITLE

Photo and Video Content Curation and Licensing for Dive Philippines

DESCRIPTION

The Office of Product and Market Development (OPMD) – Dive is in need of the services of a competent agency to curate and acquire license to use high-quality photos and videos to support the existing Dive Philippines brand marketing initiatives.

MINIMUM REQUIREMENTS

- A. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- B. Must be willing to provide services on a send-bill arrangement;
- C. Must be able to provide deliverables within 3 weeks after contract award date.

SCOPE OF WORK AND DELIVERABLES

A. UNDERWATER PHOTOS

- Acquire usage rights (for all media channels i.e., print, digital, on ground, and events in perpetuity) for **at least 30 new (i.e., photo taken within the last 3-4 years) high-resolution underwater photos** (minimum resolution: 300 dpi) featuring SCUBA diving and free diving in top Philippine dive destinations for use in traditional and digital promotional activities of Dive Philippines;
- Licensing agreement must cover non-exclusive commercial use in official Department of Tourism marketing and promotions activities. This includes use in advertisements, brochures, digital marketing activities (social media and website), product presentations, and on-site trade and consumer fair booths in perpetuity.
- Breakdown of preferred destinations as follows:

Destination	Number of Photos
Anilao	2
Bohol	3
Coron	3
Camiguin	2
Dumaguete	3
Malapascua	3
Moalboal	3
Puerto Galera	3
Southern Leyte	3
Ticao Island	2
Tubbataha Reefs	3
Total	30

B. UNDERWATER VIDEOS

- Acquire usage rights (for all media channels i.e., TV, digital, on ground, and events in perpetuity) for **at least 5 high-resolution underwater videos** (minimum 1080p, 30-seconds length, post-processed, color graded and corrected, inclusive of audio scoring) **featuring Bohol, Cebu (Malapascua and Moalboal), Coron, Dumaguete and Tubbataha Reefs** for use in traditional and digital promotional activities of the Department.
- Licensing agreement must cover non-exclusive commercial use in official Department of Tourism marketing and promotions activities. This includes use in digital marketing (social media and website), product presentations, and on-site trade and consumer fairs in perpetuity.

BUDGET

The total working budget is **NINE HUNDRED FIFTY THOUSAND PESOS (P 950,000.00)**, inclusive of 12% VAT, and should cover all requirements enumerated above.

PROJECT OFFICER

Contact Person : Ms. Cels Sy
Email Address : ctsy@tourism.gov.ph

SHORTLISTING CRITERIA

A.	APPLICABLE EXPERIENCE OF THE CONSULTANT	
1.	Relevance of company portfolio to the project	
	Bidder has completed at least 5 Underwater Video Production projects.	30
	Bidder has completed 2 to 4 Underwater Video Production projects.	20
	Bidder has no experience implementing Underwater Video Production projects.	0
2.	Experience and Credentials	
a.	Years of experience	
	Bidder has at least 3 years of experience in implementing Underwater Video Production projects.	20
	Bidder has 1 to 2 years of experience in implementing Underwater Video Production projects.	10
	Bidder has no experience implementing Underwater Video Production projects.	0
b.	Past clients	
	Bidder has implemented at least 2 Underwater Video Production projects for National Tourism Organizations (i.e., government tourism agency or body).	30
	Bidder has implemented 1 Underwater Video Production projects for National Tourism Organizations (i.e., government tourism agency or body).	15
	Bidder has no experience implementing Underwater Video Production projects for National Tourism Organizations.	0
B.	QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB	
	All assigned personnel have experience working on at least 2 Underwater Video Production projects.	10
	50% of assigned personnel have experience working on at least 2 Underwater Video Production projects.	5
	Assigned personnel have no experience working on Underwater Video Production projects.	0
C.	CURRENT WORKLOAD RELATIVE TO CAPACITY	
1.	Number of on-going similar and related projects relative to capacity	
	No on-going similar and related projects with contract cost equal or greater than the ABC (PhP 950,000.00)	10
	1 to 2 on-going similar and related projects with contract cost equal or greater than the ABC (PhP 950,000.00)	5
	3 or more on-going similar and related projects with contract cost equal or greater than the ABC (PhP 950,000.00)	0
	Total	100
	Passing Rate	70

Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

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

3. PhilGEPS Registration Number
4. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)
5. Professional License/Curriculum Vitae
6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.
7. Statement of the prospective bidder of all its ongoing 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. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Deadline for the submission of proposal is on or before 28 September 2020 at 2:00 pm

Kindly submit your proposal thru email psfrancisco.logistics@yahoo.com or jsfrancisco@tourism.gov.ph

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and

9. *[Name of Bidder]* did not give or pay directly or indirectly, and commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this day of , 20 at

_____ ,

*[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this day of *[month]* *[year]* at *[place of execution]*, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. and his/her Community Tax Certificate No. issued on at

Witness my hand and seal thisday of *[month]* *[year;]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. , *[date issued]*, *[place issued]*

IBP No. , *[date issued]*, *[place issued]*

Doc.No. _____

Page No.

Book No.

Series of _____