



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 6722652
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PRODUCTION AND DEVELOPMENT OF MIMAROPA PHOTO LIBRARY
Area of Delivery Metro Manila

Solicitation Number:	2019-059	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Photography Services		
Approved Budget for the Contract:	PHP 800,000.00	Document Request List	0
Delivery Period:	7 Month/s		
Client Agency:		Date Published	04/12/2019
Contact Person:	Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot.mimaropa@gmail.com	Last Updated / Time	03/12/2019 11:19 AM
		Closing Date / Time	10/12/2019 13:00 PM

Description

Terms of Reference

I. SCOPE OF WORK/SPECIFICATIONS

A. The Department of Tourism (DOT) – MIMAROPA Regional Office shall perform/provide the following:

1. Identify the initial and final list of tourism sites/attractions, food, people, events/festivals in provinces and cities of MIMAROPA as subject of photos to be covered;

- a) Initial list will be provided during Bid Conference
- b) Final list will be provided seven (7) days after signing the contract by both parties

2. Secure the location/shooting permit with the Local Government Units concerned; and

3. Choose from swatches presented, the final photos to be submitted/ delivered.

B. The Production Outfit shall perform/provide the following:

1. Presentation of Program Itinerary of activities with mobilization cost.

2. Deliver original shots in high-resolution photos raw format file

- a) 5 or more horizontal pictures of attraction
- b) 5 or more vertical pictures of attraction
- c) 5 or more aerial photography of the attraction
- d) 5 or more underwater action shots photography of the attraction, if applicable

Note: Sexual objectification of women in photo is strictly prohibited.

3. Properly labelled all the photos (ex. Kayangan Lake in Coron, Palawan);

4. Arrange the files of all photos per province, town and interest;

5. Presentation of wide range of photo swatches where the agency may choose its desired photos

6. Presentation and Turn-over selected photos by the agency, and Stored/Saved all photos in external hard drives upon delivery

- a) Main files
- b) Back-up files

II. Deliverable and Timeline

Deliverable Timeline

- A. Presentation of Program Itinerary and timeline of the project with mobilization cost One (1) week from receipt of Notice to Proceed
- B. Presentation of photo swatches where DOT-MIMAROPA may choose its desired photos 2nd week of June 2020
- C. Presentation and Turn-over all photos stored in external hard drives. 3rd week of June 2020

III. Working Arrangements

- a. The engagement shall be from December 2019 to June 2020.
- b. All related activities by the Production Outfit must be done in coordination with the DOT-MIMAROPA.
- c. The Production Outfit shall render deliverables on agreed timeline.
- d. All photos are considered property of the DOT-MIMAROPA, and shall be formally turned over by the Production Outfit to DOT-MIMAROPA. Use of photos/materials from this engagement requires prior approval from the DOT-MIMAROPA.
- e. DOT-MIMAROPA shall designate a support team who will work closely with the Production Outfit regarding administrative requirements including the monitoring of the progress of project activities.
- f. Payment shall be made upon the satisfactory completion of the milestones/ key outputs delivered by the Production Outfit.

IV. APPROVED BUDGET AND PAYMENT SCHEME

The Approved Budget for the Contract is EIGHT HUNDRED THOUSAND PESOS (PHP 800,000.00), inclusive of all applicable government taxes and charges, payable upon delivery of complete services thru a send-bill arrangement (Government Procedure).

The winning bid, however, 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. LEGAL AND TECHNICAL ELIGIBILITY REQUIREMENTS

- Photography services must be Filipino owned, operated and legally registered production under Philippine laws
- Must be duly registered with the Philippine Government Electronic System (PhilGEPS)
- Must have a minimum of 5 years commercial experience in the field of production
- Must be able to propose a highly unique, creative concept of MIMAROPA naturally, the Destination of Choice! in photo format
- Must have a new breed of staff adept with the latest tools on photography
- Must have transacted business with a wide range of clients
- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Latest Annual Income Tax Return (For ABC's above PhP 500,000.00)
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

VI. PAYMENT PROCEDURE

- 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.

- Full payment shall be made within thirty (30) working days upon delivery of the required output and acceptance.

VII. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required sample work and material to be used shall be ground for disqualification of bid.
- The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by the DOT-MIMAROPA END USER and that any and all resulting defects or deviations shall be corrected by the WINNING BIDDER at its own expense immediately upon being informed thereof by the DOT-MIMAROPA END USER.
- The WINNING BIDDER shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved design/concepts of the items listed above except to those persons entrusted/authorized by the DOT-MIMAROPA END USER.
- All raw and edited photographs shall be the sole property of the Department of Tourism MIMAROPA Region and no other entity, persons or individuals shall utilize said photographs without prior written consent from the DOT MIMAROPA END USER.

VIII. PRE-BID CONFERENCE

The DOT-MIMAROPA shall conduct a pre-bid conference on December 6, 2019 at the DOT Building. (Venue to be advised).

Bids should include professional fees, accommodation expenses, transportation expenses, meal expenses, insurance expenses and other costs relative to the pre-production, photo coverage, post production and delivery of the final product

IX. PROJECT OFFICER/CONTACT PERSON

Name: MR. DOMENIC CONTRERAS
Email: dot4b@tourism.gov.ph
Telephone no.: (02) 8816-4886

Pre-bid Conference

Date	Time	Venue
06/12/2019	1:00:00 AM	DOT Makati Office

Created by Monina Valdez Raneses

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