



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 7275621  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Video Production Company  
**Area of Delivery**

<b>Solicitation Number:</b> 2020-10-0094	<b>Status</b>	<b>Pending</b>
<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>	27/10/2020
<b>Approved Budget for the Contract:</b> PHP 455,000.00	<b>Last Updated / Time</b>	26/10/2020 14:15 PM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	30/10/2020 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

#### Description

REQUEST FOR PROPOSAL  
 BIDDER Service Provider (Video Production Company)

PROJECT TITLE Audio-Visual Presentation (AVP) (Motion Graphics) of the Philippine Commission on Sports SCUBA Diving (PCSSD) "Health and Safety Guidelines Governing the Operations Dive Establishments Under Community Quarantine and in the New Normal"

#### BACKGROUND OF THE PROJECT

The Philippine Commission on Sports SCUBA Diving (PCSSD) is an attached agency of the Department of Tourism (DOT) that serves as the regulating body for recreational SCUBA diving in the country. As such, the Commission is mandated to promulgate programs, projects, and activities geared towards the development of the country as a premier diving area in Asia, by formulating and implementing rules, regulations, safety standards, and operating procedures.

In line with the Commission's mandate, the PCSSD has issued the "Health and Safety Guidelines Governing the Operations of Dive Establishments Under Community Quarantine and in the New Normal." Thus, the PCSSD is in need of the services of a video production company that can produce a 6-minute AVP (Motion Graphics) on the health and safety guidelines.

#### MINIMUM REQUIREMENTS

- A. Must be willing to provide services on send - bill arrangement;
- B. Must be Philippine Government Electronic Procurement Systems (PhilGEPS) registered;
- C. Must have at least 3 years of experience in AVP (Motion Graphics) production;

- D. Must be able to provide a dedicated team to the Commission as specified in the Qualifications of this Terms of Reference; and
- E. Must adhere to the DOT and PCSSD's branding guidelines in accordance with industry best practice.

#### OBJECTIVE

To properly and effectively communicate PCSSD's Health and Safety Guidelines Governing the Operations of Dive Establishments to its stakeholders through an AVP (Motion Graphics).

#### SCOPE AND WORK DELIVERABLES

A. Production of a 6-minute informative AVP (Motion Graphics) that will feature PCSSD's Health and Safety Guidelines Governing the Operations of Dive Establishments Under Community Quarantine and in the New Normal.

#### B. Required Personnel

##### Required Personnel

##### Minimum Years of Experience

1. Production Head (Project Director)  
5 years
2. Script Writer  
3 years
3. Illustrator  
3 years
4. Animator/Motion Graphics Editor  
3 years
5. Video Editor  
3 years

#### C. Production, Editing, and Final Output

- Coordinate with the PCSSD for the Health and Safety Guidelines Governing the Operations of Dive Establishments, branding guidelines, and storyboard presentation;
- Must allow a minimum of two (2) virtual sessions in the editing suite with a PCSSD representative/s;
- Final output must include a 6-minute AVP (Motion Graphics); and
- Final output must be submitted to PCSSD on a 1 TB external hard drive, which includes the raw file/s, assets, and final rendered file of the video (Resolution: 1920x1080).

#### D. Project Timeline

- Pre-production (Total of 11 days):
  - Upon clearance for notice to proceed by the BAC Secretariat: 1-day briefing with PCSSD to discuss branding guidelines and expectation setting;
  - One (1) week after 1-day briefing: Submission of storyboard to PCSSD; and
  - Three (3) days after PCSSD reverts back with storyboard revisions: Submission of revised storyboard to PCSSD.
- Production (Total of 28 days):
  - Upon approval of the storyboard: The winning bidder may begin production for a maximum of three (3) weeks. A PCSSD representative/s must be updated via two (2) virtual sessions in-between this period;
  - After three (3) weeks of production: Virtual meeting with PCSSD for submission of 1st draft; and
  - One (1) week after virtual meeting with PCSSD: Revise 1st draft according to PCSSD's inputs on virtual meeting, and submit to PCSSD as 2nd draft.
- Post production [Total of seven (7) days]:
  - Submit final rendered file to PCSSD one (1) week after revision from 2nd draft.

#### QUALIFICATION OF COMPANY/REQUIRED PERSONNEL

- Bidder has accomplished at least 3 general video production works/projects; bidder that has accomplished at least 1 to 2 video production work/s or project/s relative to dive will be an advantage.
  - Bidder that has handled at least 1 video production work/project for other government agencies would be an advantage.
  - A Production Head or Project Director has handled a regular video production work/project and must provide references of their past projects; an experience handling project/s relative to dive is not required, but would be an advantage.
  - Scriptwriter, Illustrator, Animator/Motion Graphics Editor, and Video Editor has handled a regular video production work/project and must provide references for their past projects; an experience handling projects relative to dive is not required, but would be an advantage.
- Note: Bidder may go beyond the abovementioned personnel provided that the cost for the personnel is within the project cost.

## BUDGET

- Total budget for this project is FOUR HUNDRED AND FIFTY-FIVE THOUSAND PESOS (PhP 455,000.00) VAT inclusive.
- The winning bid shall be determined by the Department of Tourism based on the most acceptable proposal and most advantageous financial package cost, provided that the bid amount does not exceed the above total budget.
- The budget is inclusive of all revision fees, and other pertinent fees relative to the scope of work and deliverables mentioned above.

### PAYMENT TERMS

The winning service provider shall submit a billing statement to the department monthly, covering the work done for the month.

### CONTACT DETAILS:

Contact Person : Anne Barnuevo/Kat Degoma/Patricia Javier

Email Address : anne.barnuevo@divephilippines.com.ph

kat.degoma@divephilippines.com.ph

patricia.javier@divephilippines.com.ph

## SHORTLISTING CRITERIA

### APPLICABLE EXPERIENCE OF THE CONSULTANT

#### A.

Years of Experience

25%

1. 4 years and above experience on video production

25

2. 1-3 years of experience on video production

20

#### B.

Number of similar projects completed/Relevance of the company

20%

1. With at least 3 accomplished video production work/s  
15

2. Add'l: At least 1-2 accomplished video production work/s for a government agency  
5

15%  
C.  
Client Retention Rate  
10

1. 3 years and above retention period with at least 2 clients 15  
5

2. 2 years retention period with 1-2 clients

II.  
QUALIFICATION OF PERSONNEL  
30%

1. Required expertise of the personnel relative to video production has 4 years and above of experience  
30

2. Required expertise of the personnel relative to video production with at least 3 years' experience is met  
20

3. Required expertise of the personnel is not met  
0

III.  
CURRENT WORKLOAD RELATIVE TO CAPACITY  
10%

Number of on-going similar and related projects relative to capacity

1. No projects or ongoing projects with contract cost equal or greater than the approved budget for the contract (Php400,000.00)  
10

2. 1 to 2 ongoing similar and related projects with contract cost equal or greater than the approved budget for the contract (Php400,000.00)  
8

3. 3 or more ongoing similar and related projects with contract cost

equal or greater than the approved budget for the contract (Php400,000.00)

2

GRAND TOTAL  
100%

PASSING RATE  
70%

#### Eligibility Requirements

Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.

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.

PhilGEPS Registration Number

Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

Professional License/Curriculum Vitae

List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.

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.

Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Deadline for the submission of proposal is on or before 30 October 2020 at 10:00 am  
Kindly submit your proposal thru email [psfrancisco.logistics@yahoo.com](mailto:psfrancisco.logistics@yahoo.com) or [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph)

**Created by** John Paulo Samonte Francisco

**Date Created** 21/10/2020

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