



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7540909
Procuring Entity DEPARTMENT OF TOURISM
Title Motion Graphics Audio Visual Presentation (AVP)
Area of Delivery Metro Manila

Solicitation Number: 2021 - 03 - 0018 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Video Production Services Approved Budget for the Contract: PHP 500,000.00 Delivery Period: Client Agency: <hr/> Contact Person: 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	Status	Pending
	Associated Components	2
	Bid Supplements	0
	Document Request List	0
	Date Published	13/03/2021
	Last Updated / Time	12/03/2021 09:31 AM
	Closing Date / Time	16/03/2021 10:00 AM

Description

TERMS OF REFERENCE

I. Project Name : Motion Graphics Audio Visual Presentation (AVP)

II. Scope of Work

1. Development of 15-minute High Definition AVP (script to screen)
2. Provision of a full production team to include: motion graphic artists, graphic designers, production manager and assistant, voice caster and editor
3. Provision of audiovisual equipment, editing facilities and post production
4. Provision of logistic support such as food, transportation, gas, as well as telecommunications, representation and contingency

III. Creative Content and Guidelines

1. The mood and tone of the video should be informative and educational
2. DOT shall be providing inputs in the editing
3. This high definition material must have a balanced mix of clean graphics in presenting instructions in accomplishing the DOT data gathering forms
4. Video shall include DOT logo and website address

IV. Deliverables

1. DVD copy of Motion graphics AVP fifteen (15) days upon notice to proceed
2. Provision and ownership of all final outputs, including raw files used in the development/production of AVPs after the delivery of AVP

V. Qualifications

1. A reputable creative agency with at least three-year experience in a professional video editing demonstrating competence in all areas of video production
2. Should be able to present at least 2 similar concluded projects
3. Must be willing to provide service on a send-bill arrangement (Government procedure)

VI. Approved Budget for the Contract

1. Five Hundred Thousand Pesos (Php 500,000.00)
2. Includes all applicable taxes

VII. Contact Person

Mr. Ramil S. Basuel

Senior Tourism Operations Officer, SEAIMD

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Ms. Faeroe Jeanne M. Fontanilla

Tourism Operations Officer II, SEAIMD

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Statistics, Economic Analysis, and Information Management Division (SEAIMD)

Office of Tourism Development Planning, Research, and Information Management Division (OTDPRIM)

Other Information

Eligibility Requirements

1. 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.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 16 March 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 12/03/2021

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