

TERMS OF REFERENCE

PROJECT TITLE: Audio-Video presentations of the TourLISTA Web Based/ Mobile Application

I. BACKGROUND

The Department of Tourism (DOT) MIMAROPA in collaboration with the Department of Science and Technology (DOST) MIMAROPA developed a Web based/ Mobile Application of tourism Statistics called Tourism Live Inventory of Statistics and Arrivals (TourLISTA) that would allow direct encoding of data from the Accommodation Establishments and Tourist Attractions thereby generating a reliable, timely and accurate tourism statistics

The audio-video presentation (AVP) will be utilized by the secretariat during the conduct of series of roll-out sessions via online forum. The said creation of AVP will also be fundamental tool for LGUs and private sectors including accommodation establishment and tourist attractions for them to review the steps/ procedure on how to encode in the system.

II. SCOPE OF DELIVERABLE/SPECIFICATION

Audio-Video Presentation on the steps and procedure of the TourLISTA Application:

- Instructional High Definition Audio Visual Presentation
- Produce the design, graphic artists, voice talent and background music
- Full Production Team to include: motion graphic artists, graphic designers, production manager and assistant, voice caster and editors
- DVD and soft copy of the AVP
- DOT MIMAROPA shall have the ownership of the final outputs including files used in the development/ production of the AVP after its delivery
- Main video shall be delivered on or before **30 October 2020**; but the contract period for editing shall be flexible whenever there is an update on the process of encoding.
- *Please refer to the attached document marked as "Annex A" for the process flow*

III. BUDGET

Total budget allocation is Two Hundred Seventy Thousand Pesos Only (Php 270,000.00) inclusive of taxes and fees.

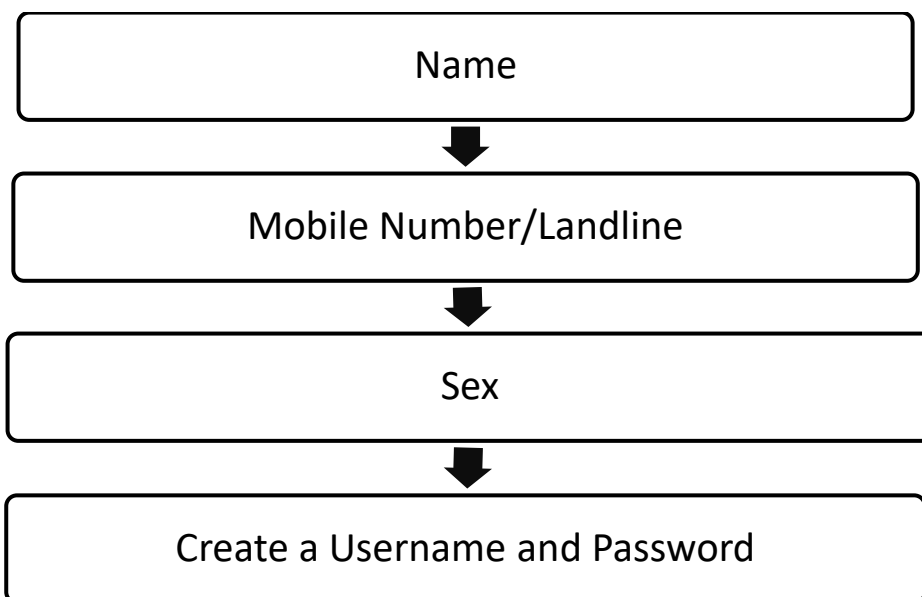
The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

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PROPOSED WEB-BASED/MOBILE APPLICATION DESIGN

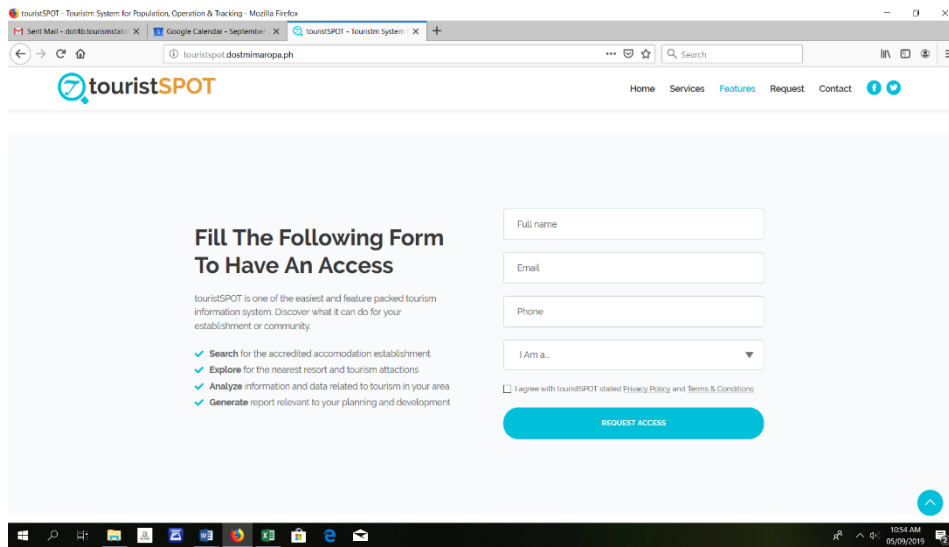
Process flow

To register for the said application, you must fill out the following:

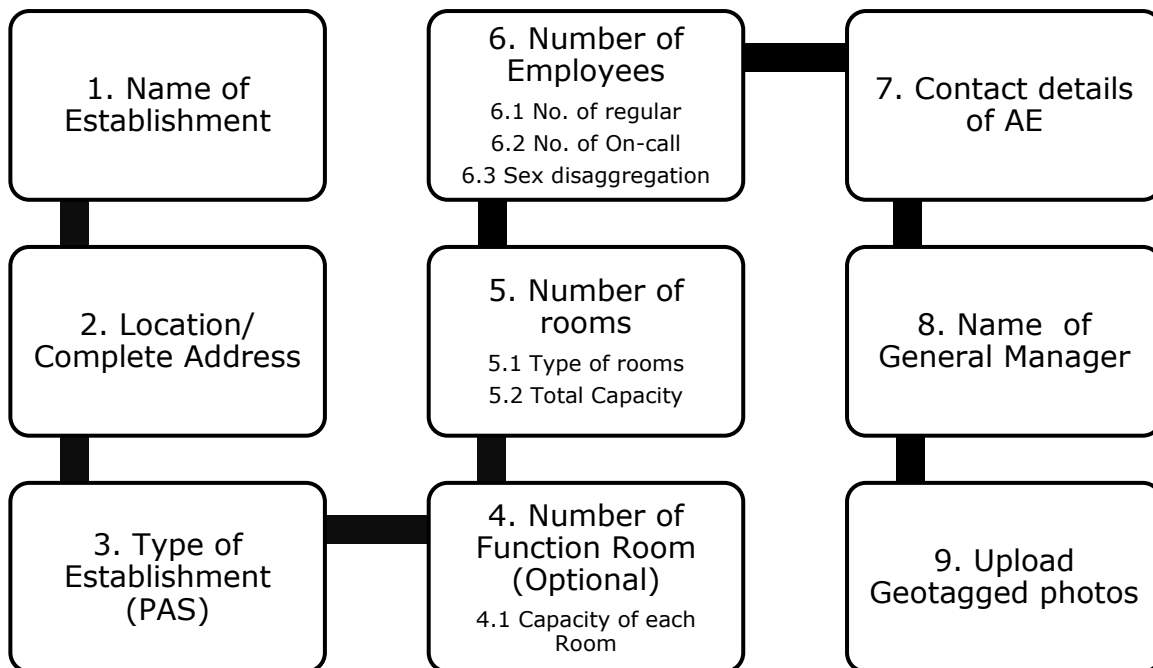


Note:

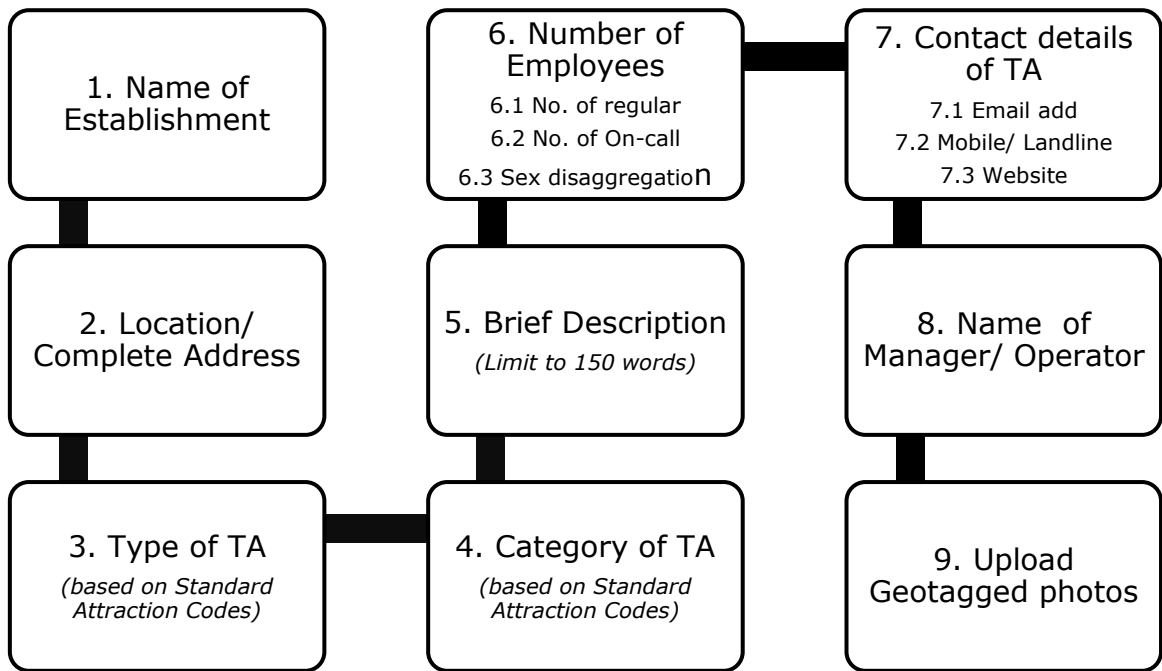
- 1. There will be a dropdown button whether you are encoding as an Accommodation Establishment (AE) or Tourist Attraction (TA)*
- 2. The Provincial/City/ Municipal Tourism Officers can review and validate the application for registration subject for their approval*
- 3. A maximum of 2 encoders per establishment are allowed to register*



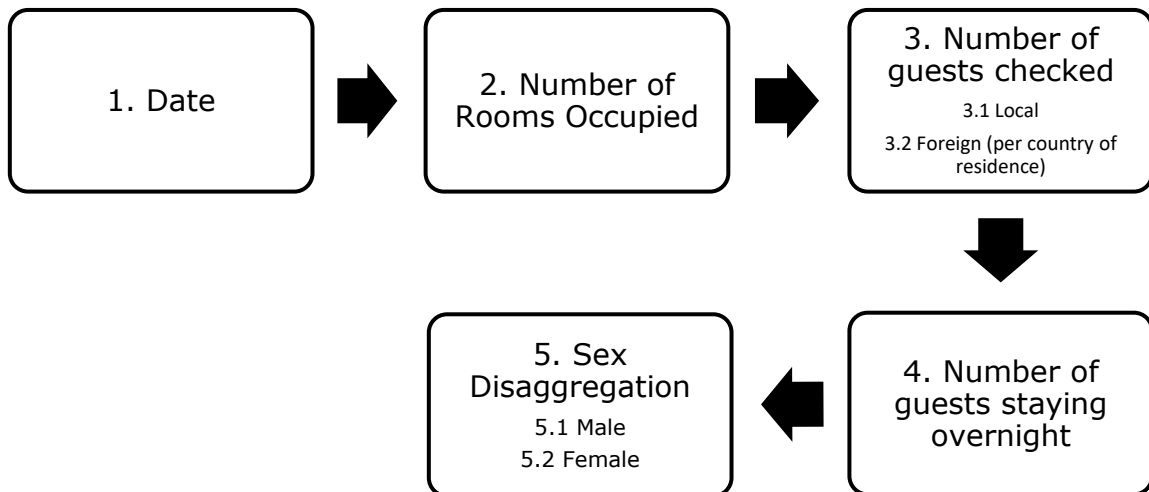
A. To encode for the supply data of Accommodation Establishments (AEs)



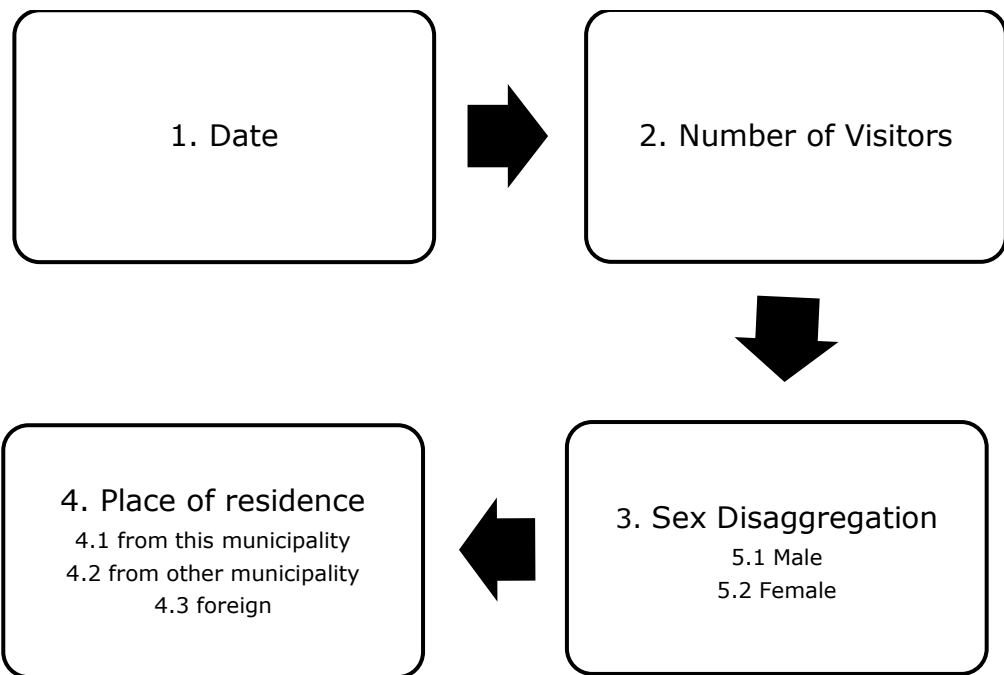
B. To encode for the supply data of Tourist Attractions (TAs)



C. To encode for the demand data of AEs (Daily)



D. To encode for the demand data of TAs



E. To encode for the MICE Data

