

October 18, 2022

REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the Consulting Services for the Photo Documentation and Live Online Broadcast Services for the 6th PhilHealth STUDIES Forum with a total approved budget for the contract (ABC) in the amount of One Hundred Fifty Thousand Pesos (P 150,000.00).**

Outputs and Deliverables:

- **Please see attached Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before October 24, 2022 (Monday), 10:00 AM.** Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee
Philippine Council for Health Research and Development
2nd Floor, PCHRD Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchrd.dost.gov.ph
Tel. Nos. 837-7536 or 837-7537 loc. 504 or 506
Fax No. 837-7536 or 837-2924

(sgd.)
PAUL ERNEST N. DE LEON
Chair, BAC

TERMS OF REFERENCE

Consultancy Services for Photo Documentation and Live Online Broadcast Services for the 6th PhilHealth STUDIES Forum

I. General Background

The Philippine Council for Health Research and Development (PCHRD) of the Department of Science and Technology (DOST) has an ongoing partnership with the Philippine Health Insurance Corporation (PhilHealth) called the PhilHealth STUDIES (Supporting the Thrust for UHC through Data, Information, and Knowledge-Exchange Systems) project. It provides funding for research projects and other related activities that serves the PhilHealth Research Agenda. Research dissemination is a critical component of this partnership and is mainly achieved through research symposiums, publication of policy notes, journal articles, and IEC materials.

Every November for the past five years, DOST-PCHRD and PhilHealth have been conducting the PhilHealth STUDIES Forum to disseminate the findings and outcomes of research commissioned by the Corporation. The Forum serves as a platform to communicate study results, advocate change, and highlight achievements in health research.

On November 9-10, 2022, the DOST-PCHRD and PhilHealth will hold the 6th PhilHealth STUDIES Forum under the theme: "Health Financing in Post-Pandemic Times: Exploring New Theories and Practices to Advance UHC." The event will center on topics related to the expansion of the three dimensions of Universal Health Care, population coverage, service coverage, and financial protection coverage.

The Forum will utilize a hybrid event format. The first day will be a whole day activity with a morning plenary session and three-afternoon breakout sessions. The second day will be a half-day activity with a single plenary session. Both days will be held on-site at the Philippine International Convention Center (PICC), Pasay City and participants may attend in-person or virtually through a live broadcast.

Thus, DOST-PCHRD is seeking a service provider that can facilitate the live broadcast of the onsite proceedings and to document the two-day event.

II. Description of Consulting Services

The services required by the DOST-PCHRD are as follows:

1. A Virtual Platform with the following features:
 - A. Landing page
 - with registration system or can combine our existing registration system in Google forms
 - With registration system per breakout session on Day 1
 - Hold simultaneous sessions (breakout rooms)
 - Stream via social media
 - Accommodate pre-recorded/live streaming presentations
 - Can interact/chat with other online participants/speakers
 - Speakers can share materials/presentations

- Can facilitate question and answer sessions
- Event recording (and access to recorded videos)

B. Other features:

- Can accommodate up to 300 participants
- Can accommodate events with the length of 4 (minimum) to 8 hours (maximum)
- Resolution (1080)
- Has available virtual platform tour/tutorial video / Navigation tutorial
- Generate post-event reports such as registered participants, number of attendees, evaluation report
- Full accessibility to the event virtual platform for the entire activity duration

C. Develop and implement technical support plan

- Provide a multi-camera set-up to record the proceedings and live stream the event to social media.
- Coordinates with venue personnel and ensures proper installation of ICT equipment for the 2-day event
- Provide ICT technical support to staff, participants and resource persons related to the event

D. Implementation of the following events/sessions:

ACTIVITIES	SCHEDULE	REQUIREMENTS
Day 1: Plenary Session	November 9, 2022 / 8 AM - 12 NN	<ul style="list-style-type: none"> - Facilitate the streaming of the onsite event - Arrange physical and technical set-up - Conduct dry run - Coordinate closely with the assigned session manager of the event
Day 1: Three (3) simultaneous breakout sessions	November 9, 2022 / 1 PM - 4 PM	
Day 2 Session	November 10, 2022 / 8 AM - 12 NN	

2. Photo Documentation

- Provide full photo coverage of the 6th PhilHealth STUDIES Forum on November 9, 2022 (8:30 AM to 3:00 PM) & November 10, 2022 (8:30 AM to 12:00 PM).
- Work closely with the Session Managers of the events in terms of expected outputs and timelines
- Use software such as Adobe to enhance the photographs as required

III. Responsibilities and Scope of Work of the Service Provider

The Service Provider shall provide a platform for virtual events and photographer/s with the following responsibilities:

A. Virtual Platform

1. Coordinate closely with PCHRD throughout the duration of engagement;
2. Be physically present at the venue during the duration of the event;
3. Develop a virtual platform for the 2-day event;
4. Abide by all the terms and conditions stipulated in this agreement. The Service Provider shall report directly to the person in charge of the project to approve notices and deliverables based on TOR, activities, and other related tasks;
5. Seek coordination and consultation with the person in charge during planning and implementation;
6. Call for meetings with the organizers if necessary; and,
7. Be responsible for the required deliverables of the project.

B. Photographer

1. Coordinate closely with PCHRD throughout the duration of engagement;
2. Use artistic knowledge to enhance and compose photographs;
3. Review sets of photographs and select the best results;
4. Operate various photographic equipment such as single lens reflex cameras; and film or digital cameras and lighting; and,
5. Produce at least 50 quality photographs for each session.
6. Submit photographs in an external drive.
7. Submit all required deliverables on the agreed timeline.

IV. Data and Services Provided by DOST-PCHRD

1. Exercise supervision of the project. This includes suggestions for improvements on plans for the virtual platform;
2. Provide briefing for the 2-day event;
3. Provide meals and refreshments for the service provider during the event;
4. Designate staff to liaise with the service provider;
5. Review the submitted outputs and provide technical feedback to the service provider; and,
6. Pay the service provided based on approved deliverables and schedules.

V. Outputs and Deliverables

1. Virtual platform for the 2-day event;
2. Technical support plan to be implemented during the entire duration of the event;
3. Enough number of personnel that will provide Technical support staff and operate the necessary equipment for the event;
4. Post-event reports such as registered participants, number of attendees, evaluation report;
5. Submission of minimum of fifty (50) quality photographs for each session; and
6. Photographs submitted in an external drive.

VI. Project Duration

November 1-30, 2022

VII. Approved Budget for the Contract: The consulting services for the Project has an Approved Budget for the Contract (ABC) of One Hundred Fifty Thousand Pesos (150,000.00), inclusive of applicable taxes and fees.

VIII. Mode of Payment

In consideration of the services required under this TOR, payment to the Service Provider will be released per the following schedule:

1. Fifteen Percent (15%) of the ABC upon signing of the Contract of Service.
2. Eighty-five Percent (85%) of the ABC upon submission of approved deliverables.

IX. Qualification of the Service Provider and Application Requirements

Prospective service provider should possess the following:

1. Be a firm, company, or a similar organization with at least one (1) year of operation;
2. Qualified crew capable of handling audio-visual media production.
3. Equipment and expertise for high-quality video recording, photography, and live broadcasting.
4. Samples of recent similar undertakings, online portfolios, or links to other related works; and,
5. Provide results of at least three (3) Customer feedback from previous clients.

X. Standard of Services

The Service Provider shall fulfill its obligations under the agreement by using its technical expertise and according to the best-accepted professional and industry standards. The Service Provider shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of DOST-PCHR. To attain these, the Service Provider shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.

The services shall be conducted by the Service Provider following the instructions or directions made or to be made by DOST-PCHR at any time before its completion. The Service Provider shall conduct regular consultation with DOST-PCHR concerning the undertaking of its responsibilities under the Contract of Service.

XI. General Terms and Conditions

a. Intellectual Property and Ownership of Project Outputs

All materials, papers, and documents developed and prepared in connection with the project shall be exclusively owned by DOST-PCHR.

b. Confidentiality

Except with the prior consent of DOST-PCHR, the Service Provider or its Principals and Staff shall not at any time communicate to any persons or entity any information disclosed to them by DOST-PCHR for this Project.

c. Third-Party Participation

Any activity in the course of the implementation of the Project assigned to or contributed by third parties including, but not limited to the use of materials/samples, collaborative research or use of facilities should be disclosed by the Service Provider to DOST-PCHR before engaging in said activity. Any agreement entered into by the Service Provider without the prior consent of DOST-PCHR will not be binding on the latter insofar as confidentiality, treatment, ownership, enforcement, and disposition of intellectual property rights resulting from the said activity is concerned. The DOST-PCHR reserves the right to withhold consent to such agreement upon the determination that it is not in the best interest of the herein Parties or gives undue advantage to said parties and for similar causes.

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