

March 1, 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 Audio-Visual Production Services for the Awards and Incentives Program with a total approved budget for the contract (ABC) in the amount of Two hundred Thousand Pesos (P 200,000.00).**

Outputs and Deliverables:

- **Please see attached Terms of Reference (TOR)**
- **Submit output in flash drive/s**

Qualified bidders should submit their quotations to the address below **on or before March 8, 2022 (Tuesday), 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

Production of videos for the PCHRD Awards and Incentives Program

I. Background

PCHRD gives recognition to individuals and groups for their exemplary research efforts and contributions in enhancing health research capabilities. Some of the awards implemented by PCHRD include the following: Alberto G. Romualdez, Jr. Outstanding Health Research Award (AROHRA), Best Mentor in Health Research Award, and the Gelia Castillo Award for Research on Social Innovations for Health (GCARSIH).

PCHRD also provides fund support to all undergraduate students who will conduct their thesis on natural products under the DOST-PCHRD Undergraduate Thesis Grant in Natural Products Program.

II. Objectives

The objectives of the assignment are as follows:

- To develop videos that:
 - Provide an overview of each health research award and undergraduate thesis grant, the mechanics of its call, process of selection, calls for nomination, and the incentives/prizes; and
 - Highlight the cluster and national winners of the 2021 Best Mentor in Health Research Award

III. Responsibilities of the consultant/s

The responsibilities of the consultant/s for the assignment are as follows:

- A. For the overview of the AROHRA, Best Mentor in Health Research Award, GCARSIH, and Undergraduate Thesis Grant in Natural Products Program
 - Submit implementation plan for the work to be undertaken and timeline;
 - Develop the video concept to be discussed and approved by PCHRD-IDD;
 - To prepare script and storyboard for the video, which will be approved by PCHRD-IDD;
 - Review all relevant information and consult with relevant persons involved; and
 - Produce one (1) video of approximately 8 minutes in length in 1080p (HD) or 4K (UHD) to be shared with national audiences including government institutions, local stakeholders, local communities, social media, as well as international audiences.
- B. Best Mentor in Health Research Award
 - Submit implementation plan for the work to be undertaken and timeline;
 - Develop the video concept to be discussed and approved by PCHRD;
 - To prepare script and storyboard for the video, which will be approved by PCHRD
 - Coordinate with the 2021 Best Mentor in Health Research Award winners for the schedule of their individual shoot/interview;
 - Conduct appropriate one (1) online/face-face (for NCR, if possible) interview, and photo documentation for each of the 2021 Best Mentor in Health Research Award winners (cluster and national);

- Review all relevant information and consult with relevant persons involved; and
- Produce one (1) video of approximately 6-8 minutes in length in 1080p (HD) or 4K (UHD) to be shared with national audiences including government institutions, local stakeholders, local communities, social media, as well as international audiences.

IV. Outputs and deliverables

- Work plan, timeline, with corresponding budget
- Video concepts
- Scripts and storyboards
- Two (2) fully produced videos in 1080p (HD) or 4K (UHD):
 - Overview of the AROHRA, Best Mentor in Health Research Award, GCARSIH, and Undergraduate Thesis Grant in Natural Products Program (approximately 8 minutes in length); and
 - Winners of the 2021 Best Mentor in Health Research Award (approximately 6-8 minutes in length)

V. Institutional arrangement

- The consultant/s will work in collaboration and under the supervision of the PCHRD team. Any produced/drafted material will be submitted to PCHRD-IDD for review and approval;
- The consultant/s will be responsible for providing his/her own working video equipment (e.g. camera, laptop, internet, phone, scanner/printer, specific software, etc), voice talent, materials, food and travel expenses;
- PCHRD will connect the consultant/s to the selected national and cluster winners; and
- PCHRD will provide access to relevant project documents and materials necessary for execution of the duties under this consultancy.

VI. Required qualifications and experience of consultant/s

- Post-graduate degree in multimedia, video editing and production or other relevant degrees;
- At least three years relevant working experience in multimedia video production and/or the development of animation or illustration products (*Please provide links to at least 2 samples of previous work preferably related to this assignment in your application*);
- Previous experience in producing media for government is an advantage;
- Excellent command of English and Filipino, both written and verbal;
- Outstanding videography skills and exceptional video-editing skills; and
- Ability to adhere to deadlines and flexibility.

VII. Duration of the engagement

- March - July 2022

VIII. Intellectual property

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the PCHRD, who the consultant/s may come into contact with in the performance of his/her duties under this consultancy shall remain the property of the PCHRD, who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public, nor used in whatever manner

- 60% will be made after successful submission of the final videos.

X. Application procedure

Applicants are required to submit the following:

- Technical proposal on how they intend to carry out the assignment;
- Personal CVs of technical personnel proposed for this project, highlighting qualifications and experience in similar projects;
- Work references - contact details/email addresses of referees (firms for whom you've produced similar assignments);
- Financial proposal/detailed budget of the project; and
- Samples of recent similar undertakings, online portfolios and links to video work.

Prepared by:



IAN HANNAH C. GOZUN

SRS II, IDD

Approved by:



ANICIA P. CATAMEO

OIC-Chief SRS, IDD

