

February 14, 2023

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 **sealed quotations for the one (1) lot Photo and Video Coverage and Installation of Photobooth for the PCHRD 41st Anniversary and Fellowship Night Celebration with a total approved budget for the contract (ABC) in the amount of One Hundred Thousand Pesos (P 100,000.00).**

Outputs and Deliverables:

- **Please see attached Terms of Reference (TOR)**
- **Event Details:**
 - Event Name: **PCHRD 41st Anniversary and Fellowship Night Celebration**
 - Event Date: **March 17, 2023 (Friday)**
 - Event Time: **08:00 AM – 10:00 PM**
 - Event Venue: **PICC, Pasay City**

Qualified bidders should submit their quotations to the address below **on or before February 21, 2023 (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
PCHRD Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchr.dost.gov.ph
Tel. Nos. 8837-2931 or 8837-2924 loc. 504 or 506
Fax No. 8837-7536 or 8837-2924

(sgd.)
MARIA VIOLETA G. INTIA
Chair, BAC



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

TERMS OF REFERENCE

Outsourcing of Photo and Video Coverage Services for PCHRD 41st Anniversary and Fellowship Night Celebration on March 17, 2023 at the Philippine International Convention Center

I. Background / Rationale

The Philippine Council for Health Research and Development (PCHRD) was created on March 17, 1982 through Executive order No. 784. In 1987, Executive Order No. 128 reaffirmed its existence and relevance. The Council is a partnership-based national body responsible for coordinating and monitoring health research activities in the country.

On March 17, 2023, the Council will hold the 41st Anniversary Celebration and Fellowship Night from 08:00 AM to 9:00 PM at the Philippine International Convention Center (PICC) in Pasay City.

The event will gather the Council's stakeholders who have been its partners in transforming the lives of Filipinos over the past four decades. This year's celebration will highlight the role of PCHRD especially in transforming the delivery of healthcare through digitalization by supporting Research and Development (R&D) innovations in the areas such as but not limited to digital health and frontier technologies, biomedical devices, and diagnostics.

Considering the difficulties encountered by the Council in conducting traditional and scientific conferences and similar activities during the COVID-19 pandemic, PCHRD developed strategic plans that will provide the same experience to their stakeholders by partnering with service provider that can deliver industry-grade photo and video documentation services for the successful conduct of the event.

II. Objectives

This project aims to tap a service provider that will provide photo and video coverage/documentation of the plenary, parallel sessions, and Fellowship Night during the live event at the PICC.

III. Expected Outputs / Deliverables

1. Provide photo and video coverage during the event;
2. Provide two (2) same-day edit (SDE) videos for the highlights of the event;
3. Submit raw photos and video recordings three (3) days after the event;
4. Install photobooth with quality printouts;
5. Provide regular updates to PCHRD on the status of the project; and
6. Submit all required deliverables on the agreed timeline

IV. Duration and Schedule

The partner agency must provide the above-mentioned outputs/ deliverables on March 17, 2023.

V. Desired Qualification of Service Provider

Prospective provider should possess the following:

1. Expertise in providing photo and video coverage of events;
2. Expertise in producing high-quality SDE videos;
3. Expertise in producing high-quality photo and video documentations;
4. Expertise in photobooth installation with quality printouts; and
5. Experienced in providing services to government organization


VI. Approved Budget

The consulting service for the project has an Approved Budget for the Contract (ABC) of P100,000.00, inclusive of applicable taxes and fees.

Recommending Approval by:


PAUL ERNEST N. DE LEON, MDM
Chief, RDMD

Approved by:


JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director III