

October 12, 2021

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 Video Production of Materials for NSTW (please see attached Terms of Reference)** with a total approved budget for the contract (ABC) in the amount of **Six Hundred Thousand Pesos (P 600,000.00)**.

Outputs and Deliverables (please see attached Terms of Reference):

1. **Overall plan / Inception report.** The service provider shall prepare a detailed proposal which will serve as an inception report with the following minimum requirements:
 - Background of the project
 - Objectives
 - Implementation
 - Strategy/project methodology
 - Schedule of activities/timeline
 - Budget plan
 - Composition of project team (must include CVs)
2. **Progress Report.** The service provider shall provide and/or present weekly updates to monitor the progress of the engagement.
3. **Raw photos and video clips.** These are outputs from the video shoot.
4. **7 videos (One 5-10 minute video on partners, two versions of the 5-minute video on IPTM services, five 1-minute videos of individual IPTM programs).** These must include all requirements based on the approved plan.

Checklist of Requirements

- Duly signed statement of all Government & Private Contracts Completed within three (3) years similar to this project in terms of scope and budget;
- Curriculum Vitae for each of the following nominated key staff (please refer to Section 12 – Manning Requirement of the TOR)

Qualified bidders should submit their quotations to the address below **on or before October 19, 2021 (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: cdpangan@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

Video Materials for NSTW

I. Background / Rationale

Under Presidential Proclamation No. 780, the fourth week of November was hereby declared as the National Science and Technology Week (NSTW). This authorized the Department of Science and Technology (DOST) and its agencies to undertake commemorative ceremonies and activities highlighting the contribution of science and technology (S&T) to national development.

This year's NSTW celebration aims to create awareness and encourage adoption, technology transfer, and commercialization of locally-developed technologies. With the theme, "*Agham at Teknolohiya: Tugon sa Hamon ng Panahon*," this year's main celebration will be from 22 – 28 November 2021. Due to the ongoing public health concern caused by the COVID-19 pandemic, this will be conducted virtually to ensure the health and safety of the guests, participants, and organizers.

As part of the celebration, the DOST is set to recognize its partners over the last six years under the leadership of DOST Secretary Fortunato de la Peña. Through the event "Gabi ng Parangal," DOST partners from various sectors will be acknowledged for their contributions in S&T in the country. For the health sector, the DOST- Philippine Council for Health Research and Development (DOST-PCHRD) is tasked to produce a video highlighting the Council's significant partnerships in health research.

The Council also aims to promote its services under the Intellectual Property and Technology Management (IPTM) Unit through video presentations during the NSTW Week. The videos are intended to showcase the IPTM's various programs focusing on the protection of intellectual property rights and technology adoption and commercialization.

II. Description of Consulting Services

The service provider must conceptualize and produce the following videos:

1. One (1) 5-10 minute video highlighting DOST-PCHRD's outstanding partners from 2016-2022.
2. Two (2) versions of a 5-minute video on the IPTM's services (one version with NSTW branding, one version without NSTW branding).
3. Five (5) 30-second to 1-minute videos on the individual programs of the IPTM.

III. Scope of Services

1. Conceptualize and produce the following:
 - a. One (1) 5-10 minute video of DOST-PCHRD's partners, two (2) versions of the 5-minute video on IPTM's services, and five (5) 1-minute videos on the individual programs of the IPTM with the following requirements:
 - The 5-10 minute video of DOST-PCHRD partners must highlight the institutions and individuals and the impacts of their projects to society.
 - The 5-minute video on the IPTM's services must include the program descriptions and how they can help researchers in technology adoption and commercialization.



- The 1-minute videos of the individual programs must include the program description (to be extracted from the 5-minute video on the IPTM's services) and 1-2 testimonials or project accomplishments from proponents.
 - Video specifications must be within industry standards.
 - Schedule of launching of the videos: 22-27 November 2021.
2. Prepare and submit an Inception Report (overall plan) that will include the plans and timeline with the following minimum requirements:
 - Background of the project
 - Objectives
 - Implementation
 - Strategy/project methodology
 - Schedule of activities/timeline
 - Budget plan
 - Composition of project team
 3. Provide regular updates to PCHRD on the status of the project;
 4. Submit all required deliverables on the agreed timeline.

IV. Responsibilities of the Service Provider

The responsibilities of the service provider include but not limited to:

1. Coordinate closely with PCHRD throughout the duration of the engagement (planning, development, implementation, and finalization/completion of project activities).
2. Submit overall plan and timeline for the video production to be discussed with PCHRD Communications Team and IPTM Team.
3. Prepare script and storyboard for the video production.
4. Conduct video shoots as needed.
5. Coordinate and consolidate all materials to be included in the video presentation.
6. Provide weekly updates to PCHRD on the progress of work.
7. Abide by all the terms and conditions stipulated in this engagement. 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.
8. Be responsible for the timely provision of all outputs and conduct of activities that are necessary within the time schedule/ implementation schedule agreed upon. Fulfill all the requirements and deliverables of the project.
9. Coordinate with PCHRD for directions and requirements in the project implementation.
10. Call for meetings with PCHRD whenever deemed necessary.



V. Responsibilities of DOST PCHR

The responsibilities of PCHR include but not limited to:

1. Oversee the implementation of the overall plan.
2. Provide recommendations and approval on the deliverables/work produced and presented in the different phases of the project.
3. Provide needed resources to implement the overall plan (e.g. Available videos on DOST-PCHR partners, NSTW branding guidelines, IPTM stock photos, and videos, etc.)

VI. Expected Deliverables

The service provider shall prepare and submit the following:

1. **Overall plan / Inception report.** The service provider shall prepare a detailed proposal which will serve as an inception report with the following minimum requirements:
 - Background of the project
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VII. Project Duration

The service provider will be engaged in the Project for 75 days.

VIII. Approved Budget for the Contract

The consulting service for the Project has an Approved Budget for the Contract (ABC) of Six Hundred Thousand Pesos only (Php 600,000.00), inclusive of applicable taxes and fees.

IX. Mode of Payment

In consideration of the services required under this TOR, the proposed payment scheme for the project will be billed progressively upon completion of the following milestones:

Approval of the overall video production plan	15%
After implementation of the overall video production plan (production of final video outputs) and acceptance of the event proceedings report	85%



X. Qualification of the Service Provider

Prospective Service Provider must meet the following minimum requirements in order to be considered for selection:

- Must have completed at least two (2) contracts for the last three (3) years similar to this project in terms of scope and budget;
- With good track record and extensive experience with various clients;
- Full Disclosure of in house services vs. outsourced services that will be provided during the course of engagement; and
- Has enough personnel and needed equipment including software, and is capable of meeting the requirements.

XI. Determination of the Highest Rated Bid (HRB)

Shortlisted bidders shall be evaluated to determine the bidder with the HRB, wherein the criteria shall be as follows:

Criteria	Weight
Experience of Service Provider/ Firm <ul style="list-style-type: none"> • Company's work portfolio in similar projects in the last three years • Customer Feedback / Performance Evaluation Report 	30%
Qualifications of Key Personnel <ul style="list-style-type: none"> • Engagement in similar projects in the last two years • Educational Background • Work portfolio 	30%
Methodology and Timeline <ul style="list-style-type: none"> • Clarity, feasibility, innovativeness, and comprehensiveness of the plan approach • Event plan satisfies the TOR • Clear and specific timeline of activities in 75-day project duration 	40%
Total	100%

To be declared as HRB, the bidder shall pass the required minimum technical score of seventy percent (70%). Failure of the Service Provider to meet the specified requirements would result in a zero (0) rating for the specific criterion.

XII. Manning Requirement

The Service Provider shall form a team of qualified, experienced, physically and mentally fit key personnel, specialists, support and administrative staff (not necessarily limited to those listed below) with satisfactory experience in similar projects.



Key Personnel	Qty	Qualifications
Main Consultant / Project Manager	1	<ul style="list-style-type: none"> • Must possess at least a Bachelor's Degree in Marketing/ Advertising and related courses • At least 5 events for the last 3 years working experience gained as a lead in events management and coordination for scientific events
Videographer	2	<ul style="list-style-type: none"> • Knowledgeable in operating video production equipment • Knowledgeable in cinematography elements and techniques • Must have portfolio of past video production work
Writer	1	<ul style="list-style-type: none"> • Must possess at least a Bachelor's Degree in Communication, Marketing and related courses • At least 2 years of working experience gained in events management and coordination
Video editor	2	<ul style="list-style-type: none"> • Highly proficient in Adobe video editing applications and related tools • Must have demonstrable video and audio editing skills with good portfolio • Strong eye for visual composition and elements of design
Multimedia Artist	1	<ul style="list-style-type: none"> • Highly proficient in Adobe creative suite applications and related tools • Must have demonstrable graphic design, illustration, and animation skills with good portfolio • Strong eye for visual composition and elements of design • Preferably with basic programming skills

XIII. Performance Security

1. To guarantee the faithful performance by the winning service provider of its obligations under the Contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from PCHRD and in no case later than the signing of the Contract.
2. Performance security shall be denominated in Philippine Pesos and posted in favor of PCHRD in an amount equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
<ol style="list-style-type: none"> a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or 	Five percent (5%)



c. Surety bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
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3. The Performance Security shall be forfeited in favor of PCHRD should the Service Provider fail to fulfill any of its obligations under this TOR or the Contract. Additional penalties may be imposed upon the Service Provider for such failure.

XIV. 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 PCHRD. 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 in accordance with the instructions or directions made or to be made by PCHRD at any time before its completion. The Service Provider shall conduct regular consultation with PCHRD in relation to the undertaking of its responsibilities under the Contract of Service.

XV. General Terms and Conditions

A. Intellectual Property and Ownership of Project Outputs

All materials developed and produced for the project shall be submitted to the PCHRD, and that the PCHRD has all perpetual rights to the finished products, including all the master copies, raw materials used to produce the finished products.

B. Confidentiality

Except with the prior Consent of PCHRD, 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 PCHRD for the purposes of this Project, nor shall the Service Provider or its Principals and Staff make public any information as to the recommendations formulated in the course of or as a result of the 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 use of materials/samples, collaborative research, or use of facilities should be disclosed by the Service Provider to PCHRD prior to engaging in said activity. Any agreement entered into by the Service Provider without prior consent of PCHRD will not be binding on the latter insofar as confidentiality, treatment, ownership, enforcement and disposition of intellectual property rights resulting from said activity is concerned. The PCHRD reserves the right to withhold consent to such agreement upon determination that it is not to the best interest of the herein Parties or gives undue advantage to said parties and for similar causes.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



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