

October 09, 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 **quotations for the one (1) lot Video Production Services for the 7<sup>th</sup> PhilHealth STUDIES Institutional Video with a total approved budget for the contract (ABC) in the amount of One Hundred Eighty Thousand Pesos (P 180,000.00).**

- **Outputs and Deliverables:**
  - Please see attached Terms of Reference (TOR)
- **Determination of the Highest Rated Bid (HRB)**
  - Bidders shall be evaluated to determine the bidder with the HRB, wherein the criteria shall be as follows:

<b>Criteria</b>	<b>Weight</b>
Experience of Service Provider/Firm <ul style="list-style-type: none"><li>a. Company's work portfolio in similar projects in the last two (2) years</li><li>b. Customer Feedback / Performance Evaluation Report</li></ul>	30%
Qualifications of Key Personnel <ul style="list-style-type: none"><li>a. Engagement in similar projects in the last two years</li><li>b. Educational Background</li><li>c. Work portfolio</li></ul>	30%
Methodology and Timeline <ul style="list-style-type: none"><li>a. Clarity, feasibility, innovativeness, and comprehensive of the plan approach</li><li>b. Event plan satisfies the TOR</li><li>c. Clear and specific timeline of activities in five-week project duration</li></ul>	40%
TOTAL	100%
To be declared as HRB, the bidder shall pass the required minimum technical score of seventy percent (70%). Failure of the bidder to meet the specified requirements would result in zero (0) rating for the specific criterion.	

- **Checklist of Requirements:**
  1. PhilGEPS Certification / Number
  2. Mayor's / Business Permit (2023)
  3. Certification of Registration (BIR 2303)
  4. Duly Notarized Omnibus Sworn Statement

5. Summary of all ongoing and completed government and private contracts including contracts awarded but not yet started within the last two (2) years prior to the deadline for the submission of quotations. Supported with the following:
  - Contract;
  - Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts;
  - Customer Feedback / Customer Performance Evaluation Report for Completed Projects;
  - Notice of Award
  - Notice to Proceed or signed contracts for on-going contracts for contracts awarded but not yet started
6. Summary of CVs for Proposed Professional Staff (key personnel)
7. Curriculum Vitae for each of the following nominated key staff
8. Team Composition and Task
9. Description of Methodology and Work Plan for Performing the Project

**\*\*NOTE: All bidders are required to submit the above-mentioned requirements along with their quotation/proposal. Place them in a sealed envelope and submit it to the address given below on or before the submission date.**

Qualified bidders should submit their quotations to the address below **on or before October 13, 2023 (Friday), 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](mailto:procurement@pchr.dost.gov.ph)  
Tel. Nos. 8837-2942 loc. 504 or 506  
Fax No. 8837-7536 or 8837-2942

(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**

Video Production Services for the PhilHealth STUDIES Institutional Video

**I. General Background**

The PhilHealth STUDIES Forum is an annual event jointly organized by the Philippine Health Insurance Corporation and the Philippine Council for Health Research and Development of the Department of Science and Technology.

The 7th PhilHealth STUDIES Forum theme of **“Towards a Healthier Nation: UHC Through Sustainable Health Financing”** emphasizes PhilHealth’s commitment to building a healthcare system that ensures equitable, accessible, and quality health services for all Filipinos. In the midst of evolving challenges, this highlights the importance of sustainable financing mechanisms and policies in achieving Universal Health Care.

The program will include an institutional video highlighting the background, goals, accomplishments, and initiatives of the PhilHealth STUDIES Project to be presented by the head of the Corporate Planning Department. As such, the DOST-PCHRD requires the technical services of a media production firm to assist in the conceptualization and production of the institutional video.

**II. Objectives**

The project aims to produce an institutional video that will highlight the background, goals, accomplishments, and initiatives of the PhilHealth STUDIES Project.

**III. Scope of Services**

1. Conceptualize and produce a 3 to 4-minute video in 4K (UHD) that is edited in compliance with the Council’s requirements and industry standards on the agreed deadline.
  - a. Produce the necessary voice-over, musical, and video components; and
  - b. Submit all raw files produced within the duration of the engagement.
2. Prepare and submit an Inception Report (Execution Plan) that will include the plans and timeline:
  - a. Background
  - b. Objectives
  - c. Project Strategy/Methodology
  - d. Timeline of Activities
  - e. Budget Requirements and Breakdown
  - f. Team Composition and Job Descriptions
3. Provide regular updates.



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**PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT**

4. Submit all required deliverables.

**IV. Responsibilities of the Consultant**

The responsibilities of the Consultant 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 the overall plan and timeline for the video production to be discussed with the PCHRD Communications Team;
3. Produce the storyboard for the video production;
4. Conduct video shoots as needed;
5. Provide updates to PCHRD on the progress of work;
6. 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.
7. Be responsible for the timely provision of all outputs and conduct of necessary activities within the time schedule/ implementation schedule agreed upon.
8. Coordinate with PCHRD for directions and requirements in the project implementation.
9. Call for meetings with PCHRD whenever deemed necessary.

**V. Data and Services to be Provided by DOST-PCHRD**

The responsibilities of DOST-PCHRD include but not limited to:

1. Exercise supervision of the project.
2. Assume primary responsibility for the acceptance of the project deliverables
3. Provide needed resources to implement the project plan
4. Make prompt reviews and recommendations for revisions of the work produced and presented by the service provider in the different phases of the work/services.

**VI. Deliverables**

The Consultant shall prepare and submit the following:

1. Inception Report.
2. Storyboard. Contains the narrative script and visuals.
3. Raw photos and video clips. These are the outputs from the photo and video shoot.
4. Final Institutional Video.

**VII. Project Duration**

The Consultant will be engaged in the Project for a period of five (5) weeks from the signing of the Contract of Service.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

**VIII. Approved Budget for the Contract**

The Project has an Approved Budget for the Contract (ABC) of **One Hundred Eighty Thousand Pesos** (Php 180,000.00), inclusive of applicable taxes, fees, and bank charges.

**IX. Mode of Payment**

In consideration of the services required under this TOR, payment to the Consultant will be released in accordance with the following schedule:

1. Fifteen Percent (15%) of the Contract Price upon submission and acceptance of the Inception Report.
2. Seventy-five Percent (70%) of the Contract Price upon submission and acceptance of the storyboard.
3. Ten Percent (15%) of the Contract Price upon the submission and acceptance of:
  - a. Final Video Output,
  - b. Raw files.

**X. Qualification of the Consultant**

Prospective Service Providers 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 audiovisual media production.
3. Equipment and expertise for high-quality video recording, layout design, and editing
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.

**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 Company's work portfolio in similar projects in the last two years Customer Feedback / Performance Evaluation Report	30%
Qualifications of Key Personnel Engagement in similar projects in the last two years	30%



Educational Background Work portfolio	
Methodology and Timeline Clarity, feasibility, innovativeness, and comprehensiveness of the plan approach Event plan satisfies the TOR Clear and specific timeline of activities in a five-week project duration	40%
<b>Total</b>	<b>100%</b>

To be declared 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 Requirements**

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.

### **1. Project Manager**

- a. Must possess a Bachelor's Degree in Communications, Marketing, Advertising, or any relevant course.
- b. With a minimum of 3 years of work experience in leading event management and production projects.

### **2. Videographer**

- a. Knowledgeable in operating video production equipment
- b. Knowledgeable in cinematography elements and techniques

### **3. Video Editor**

- a. Highly proficient in Adobe video editing applications and related tools
- b. Must have demonstrable video and audio editing skills with a good portfolio
- c. Strong eye for visual composition and elements of design

### **4. Multimedia Artist**

- a. Highly proficient in Adobe Creative Suite applications and related tools
- b. Must have demonstrable graphic design, illustration, and animation skills with a good portfolio
- c. Strong eye for visual composition and elements of design
- d. Preferably with basic programming skills

## **XIII. Performance Security**



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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:

<b>Form of Performance Security</b>	<b>Amount of Performance Security (Not less than the Percentage of the Total Contract Price)</b>
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%)

**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.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

**XV. General Terms and Conditions**

**a. Intellectual Property and Ownership of Project Outputs**

All footage and materials developed and prepared in connection with the project by the Service Provider or its Principals and Staff during the performance of their duties shall be exclusively owned by DOST-PCHR. Dissemination, reproduction, and duplication of materials are prohibited unless explicitly permitted by DOST-PCHR in writing.


**b. Confidentiality**

Except with the prior consent of DOST-PCHR, the Consultant or its Principals and Staff shall not at any time communicate to any persons or entity any information disclosed to them by PCHR for the purposes of this Project, nor shall the Consultant 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. After the completion of the Contract, all materials, data, and other related documents provided must be returned to DOST-PCHR.


**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 Consultant to DOST-PCHR prior to engaging in said activity. Any agreement entered into by the Consultant without 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 said activity is concerned. DOST-PCHR reserves the right to withhold consent to such agreement upon determination that it is not in the best interest of the herein Parties or gives undue advantage to said parties, and for similar causes.


Prepared by:

  
MARC ENRICO O. HASTA  
SRS II, RICUD

Noted by:

  
MYLENE B. MARCO  
SRS II, RICUD

Approved by:

  
ULLYANN C. GARCIA  
Chief SRS, RICUD

