



February 25, 2025

## 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 Documentation Services for the 43<sup>rd</sup> Anniversary 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)**
- **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:

| Criteria   | Weight |
|--|--------|
| A. Quality of personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff;   | 30%    |
| B. Experience and capability of the consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The experience of the consultant to the project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; and | 30%    |
| C. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions.   | 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 (2025)
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:**

1. **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.**
2. **BAC will use the non-discretionary pass / fail criteria. BAC will check each required document if it's present or absent, if one document is absent, it's considered a non-responsive bid therefore an outright rejection.**

Qualified bidders should submit their quotations to the address below **on or before March 03, 2025 (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  
PCHRD Saliksik Building, Sikap Street,  
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City  
Email: [procurement@pchrd.dost.gov.ph](mailto:procurement@pchrd.dost.gov.ph)  
Tel. No.: 8837-2931 loc. 506

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

## TERMS OF REFERENCE

### Photo and Video Documentation Services for the PCHRD 43rd Anniversary Celebration

#### I. Type of Technical Assistance: Photo and Video Documentation Services

#### II. General Background

Established in 1982 through Executive Order No. 784, the Department of Science and Technology - Philippine Council for Health Research and Development (DOST-PCHRD), is the lead agency responsible for monitoring and coordinating health research initiatives in the country.

In March 2025, the Council is set to celebrate its 43rd year anniversary of leading the country's health research initiatives. The celebration will highlight the Council's key accomplishments in 2024, showcase its initiatives, and discuss its ways forward through a series of sessions or fora.

To ensure that these activities are well documented, the PCHRD will procure the service of a photo and video documentation provider who will cover the event.

#### III. Objective

To document the PCHRD's 43rd anniversary celebration through photos and videos.

#### IV. Scope of Services

1. Photo and video documentation services for the event;
  - A. **Event Date:**  
March 17, 2025: 7:00 AM to 10:00 PM
  - B. **Event Venue:**  
Philippine International Convention Center, Pasay City
2. Produce two same day edit (SDE) videos (3 to 5 minutes) that are edited in compliance with the Council's requirements and industry standards:
  - A. 1 SDE video for the main conference event and parallel sessions on March 17, 2025 (7:00 AM to 5:00 PM)
  - B. 1 SDE video for the fellowship night celebration on March 17, 2025 (5:00 PM to 10:00 PM)
3. Processed and raw copies of the photos and video recordings three (3) days after the event;
  - A. Submission of at least 10 processed photos as highlights at the end of the event.
  - B. Provision and submission of a 1 TB hard drive that compiles all photos and videos gathered throughout the event. Photos and videos should be compiled and grouped by session.
4. Conduct a group photoshoot for the PCHRD employees in the venue.
  - A. Conduct of a group photoshoot that involves all PCHRD employees in attendance on March 17, 2025, from 2:00 PM to 3:00 PM within the venue.
  - B. Total of six (6) groupings for the photoshoot, listed as follows:
    - a. Whole PCHRD Council;
    - b. RICUD;
    - c. RDMD;
    - d. IDD;
    - e. FAD;
    - f. OED.



## V. 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 ;
2. 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.
3. Ensure that all VIPs and guests have high-quality photos, and comprehensively cover every session to capture all the important moments of the celebration.
4. Be responsible for the timely provision of all outputs and conduct of activities that are necessary within the time schedule/ implementation schedule agreed upon.
5. Coordinate with PCHRD for directions and requirements in the project implementation.
6. Call for meetings with PCHRD whenever deemed necessary.
7. Provision of meals for its own crew assigned to the event.
8. Take charge of the necessary transportation arrangements to and from the venue for its own crew.

## VI. Data and Services to be Provided by PCHRD

The responsibilities of PCHRD includes but not limited to:

1. Exercise supervision of the project.
2. Assume primary responsibility for the acceptance of the project deliverables;
3. Provide a shot list as a guide for the service provider;
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.

## VII. Expected Deliverables

1. **Photo and Video Documentation.** The service provider shall provide raw and edited copies of photos and videos documenting the event.
2. **Two (2) same day edit videos.** The videos shall comply with the Council's requirements and industry standards.
3. **Ten (10) highlight photos .** The provider shall choose and edit 10 photos as the highlight photos for the event.
4. **One TB hard drive.** The hard drive should contain all raw and edited copies of photos and videos gathered during the event.

## VIII. Project Duration

The project will run from March 12 to April 30, 2025.

## IX. Approved Budget for the Contract

The video production services for the Project have an Approved Budget for the Contract (ABC) of One Hundred Thousand Pesos (Php 100,000.00), inclusive of applicable taxes and fees.

## X. Mode of Payment

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

|                               |      |
|-------------------------------|------|
| Upon completion of activities | 100% |
|-------------------------------|------|



## **XI. Qualifications of the Service Provider**

Prospective Service Provider should possess the following:

- Must have completed at least two (2) contracts similar to this project in terms of scope and budget;
- For this purpose, similar contracts refer to documentation of photo and video materials;
- With good track record and extensive experience with various clients;
- Has enough personnel and has the needed equipment including software, and is capable of meeting the needed requirements.

## **XII. Determination of the Highest Rated Bid (HRB)**

The technical proposals of consultants shall be evaluated based on the following criteria and using the corresponding numerical weights indicated in the Bidding Documents:

| <b>Criteria</b>  | <b>Weight</b> |
|--|---------------|
| A. Quality of personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff;   | <b>30</b>     |
| B. Experience and capability of the consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The experience of the consultant to the project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; and | <b>30</b>     |
| C. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions.   | <b>40</b>     |
| <b>Total</b>   | <b>100%</b>   |

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.

## **XIII. 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   |
|-----------------|-----|--|
| Project Manager | 1   | <ul style="list-style-type: none"> <li>Knowledgeable in photography, videography, and editing;</li> <li>Overall in charge of managing the photo/video documentation personnel.</li> </ul>  |
| Photographer    | 3   | <ul style="list-style-type: none"> <li>Knowledgeable in operating photography equipment</li> <li>Knowledgeable in editing photos</li> </ul>  |
| Videographer    | 2   | <ul style="list-style-type: none"> <li>Knowledgeable in operating video production equipment</li> <li>Knowledgeable in cinematography elements and techniques</li> </ul>   |
| Editor          | 1   | <ul style="list-style-type: none"> <li>Highly proficient in Adobe video editing applications and related tools</li> <li>Must have demonstrable video and audio editing skills with good portfolio</li> <li>Strong eye for visual composition and elements of design</li> </ul> |

#### **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**

##### **Confidentiality Clause**

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. After the completion of the contract, all materials, data, and other related documents provided must be returned to DOST-PCHRD.

##### **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.





### **Conflict of Interest**

The Service Provider and its key staff, who may be directly associated with entities that may have an interest in or bias against any DOST-PCHRD project, shall divulge the extent of its conflict with DOST-PCHRD. The Service Provider agrees that the conflict of interest may be a ground for DOST-PCHRD to terminate the Contract.

### **Settlement of disputes**

The Parties agree to resolve any dispute that may arise between them with respect to this CONTRACT through good faith and amicable negotiation. If at any time during such negotiation, one Party determines in good faith that the Parties cannot resolve the dispute through negotiations, that Party will deliver a notice to the other Party that the dispute will be settled by arbitration in accordance with Republic Act No. 9285 otherwise known as the "Alternative Dispute Resolution Act of 2004", as amended, failing which, the Parties may resort to the filing of the appropriate case in the proper courts of Taguig City to the exclusion of the other courts. The arbitration shall be conducted in Metro Manila, Philippines.

### **Anti-corruption Policy**

The Service Provider warrants that no money or material consideration was given or has been promised to be given to any director, officer, or employee of DOST-PCHRD to obtain the approval of this CONTRACT. The violation of this warranty shall constitute a sufficient ground for the rescission or termination of this CONTRACT without need of judicial action. Such rescission or termination shall be immediately effective upon service of notice to the Service Provider.

### **Prepared by:**

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Science Research Specialist II

### **Noted by:**

Ulyann C. Garcia  
Chief, RICUD

### **Approved by:**

**Jaime C. Montoya, MD, MSc, PhD, CESO II**  
Executive Director  
DOST-PCHRD