

HRAS - PROCUREMENT

			REQUEST FOR QUOTATION Sealed Bidding			
			PR No	.:	BDTP - 4	7925
			Date:		04/25/20	22
			R.F.Q.	No.:	202204-1	11260
Gentlem	nan·		Delivery		May 2, 2	022
Please quested	uote hereunder y d that the quotati	on be signed	possible price(s) for the following item(s) which is/are urg d, sealed or stamped and submitted to the Supply Sectio enue, Makati City, Metro Manila.	ently ne n, Grou	eeded by thund Floor D	nis office. It is Department of Trade
NO	QUANTITY	UNIT	ARTICLE	UNI	PRICE	TOTAL PRICE
Remarks	1.0	UNIT	Provision of Services Hiring of Contractor for the provision of artistic work services as Videographer and Photographer for the Grand Launch of the Go Lokal at Ayala Malls Manila Bay SCOPE/DELIVERABLES: The Contractor will be paid in full upon his/her submission of the following accomplishments: 1. Photo and Video coverage of the Grand Launch event proper from: Opening Prayer and National Anthem Speeches/ Messages from the speakers Ribbon Cutting & Group Photos Press Interview Guided Tour of the Go Lokal x Common Room.			
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Departm	OPPING COMI	d Industry			9,,,	OLI.
	ur request, I/We	have indicat	ed the prices of the above mentioned articles on the Unit	t Price	and Total F	Price columns.
·	Date Submitted		POS	Sigi ITION:		Printed Name
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PROC	FORM # 4-F	/ Rev 00/10 08	3.10(NGAS Form)



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Date Submitted Signature over Printed Name		Date Submitted					r Printed Name
POSITION:						-	-10-1

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DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

3/3

COMPANY:

TERMS OF REFERENCE

PROJECT TITLE : Hiring of Contractor for the provision of artistic

work services as Videographer and Photographer for the Grand Launch of the Go Lokal at Ayala

Malls Manila Bay

PROPONENT : Bureau of Domestic Trade Promotion (BDTP)

DURATION OF THE PROJECT : May 2, 2022

PROJECT COST : Php 50,000.00 (inclusive of VAT)

RATIONALE:

Go Lokal will hold a Grand Launch of the first-ever Go Lokal inline store located at the 4th Floor of Ayala Malls Manila Bay on May 2, 2022 (Monday).

Go Lokal's first inline store was set up in partnership with Ayala Malls Manila Bay and Popjunklove Enterprises (CommonRoom PH), a collaborative shop that houses over 200+ local crafters and brands.

The Go Lokal inline store at Ayala Malls Manila Bay had its soft opening in January 2022 which allowed Go Lokal to better showcase and prominently position its products to reach a wider market. This initiative has provided continuous sales opportunities to our local MSMEs and has helped them recover from the economic impact brought about by the COVID-19 pandemic. To date, there are 18 Go Lokal MSMEs onboarded in the Go Lokal at Ayala Malls Manila Bay with sales of more than Php 95,000.00 reported in its first month of operations.

In order to document the Grand Launch of Go Lokal in Ayala Malls Manila Bay, the BDTP intends to hire the services of a contractor who will provide Photo and Video Services covering the Go Lokal store and the whole duration of the launch.

SCOPE/DELIVERABLES:

The Contractor will be paid in full upon his/her submission of the following accomplishments:

- 1. Photo and Video coverage of the Grand Launch event proper from :
 - Opening Prayer and National Anthem
 - Speeches/ Messages from the speakers
 - Ribbon Cutting & Group Photos
 - Press Interview
 - Guided Tour of the Go Lokal x Common Room.

- 2. Walkthrough video coverage of the Tour of the guests at the Go Lokal x Common Room Store.
- 3. Submission of soft copy in external drive not later than May 13, 2022 or date of project completion.

TECHNICAL REQUIREMENTS

- Manpower
 - 2 Videographers
 - 1 Photographer
 - Production Assistants
 - Production Manager
- Equipment
 - HD Cameras, Tripods, Lighting Set, Audio Recorders, Electronic Gimbal, Drone.
- Licensed Music
- Raw and edited photos and videos

TIMETABLE: May 2, 2022

Activity	Date
 Photography and videography, specifically the program proper covering the VIP guests' speeches, Ribbon Cutting, Guided Tour of the Go Lokal Store and Press Conference. 	May 2, 2022
Editing of photos and videos during event proper	May 9, 2022
Submission of soft copy in external drive not later than the date of project completion.	May 13, 2022

Prepared by:

XTE C. ARRIETA

Project Officer, Go Lokal

Approved by:

MARIEVIC M. BONOAN

Director, BDTP