



HRAS - PROCUREMENT

REQUEST FOR QUOTATION

Sealed Bidding

PR No.: RGMS - 45707

Date: 01/17/2022

R.F.Q. No.: 202201-10857

Delivery

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

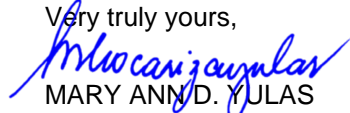
NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
	1.0	UNIT	<p>Consultancy Services Consultancy Service for the Development and production of a Five (5) Minutes of the Audio Visual Presentations (AVPs) of the Department s Persons with Disabilities clients/beneficiaries who availed the different DTI Programs and Services.</p> <p>SCOPE OF WORK AND SPECIFICATIONS OF OUTPUTS</p> <p>Item 1: Audio-Visual Presentation 1.1. Pre-production (including data gathering, storyboard script, and production schedule), and Finalization/Storyboarding based on the DTI approved theme 1.2. Production Proper</p>		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC: 650,000.00

Prepared by:


MARK C. VILLANUEVA
ADMIN. OFFICER II

Very truly yours,


MARY ANN D. YULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

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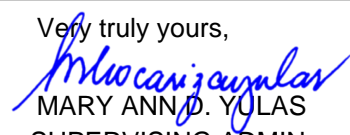
NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>i. on-site/studio production, field interview of resource persons, including DTI officials, employees, and featured PWD clients in Luzon, Visayas and Mindanao and acquisition of talents</p> <p>ii. All equipment (IT and video) must be provided by the outsourced provider</p> <p>iii. Creative info graphics/kinetic typography animation, stop motion animation video inclusive of animator, voice over talent, and original production scores</p> <p>iv. Use photos and videos that will not infringe the intellectual property rights of organization/entity</p> <p>1.3. Post Production including editing, audio recording, production, packaging, and delivery of product.</p>		

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			<p>Item 2: Specification of final videos</p> <p>2.1. The final output shall be a fully edited audio-visual presentation with 3 episodes each lasting from 5 minutes for posting at the DTI YouTube channel:</p> <p>2.2. Proprietary Script, Scoring and Background Sounds</p> <p>i. Original Script must be submitted for approval and once approved will be a property of DTI</p> <p>ii. Development of original music also becomes a property of DTI</p> <p>iii. Use of royalty-free music</p> <p>Item 3: Final Video/Sound Output Format</p> <p>3.1. The final AVP should be executed on high definition using an industry standard</p>		

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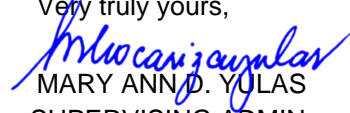
NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			editable digital format i.e. Two (2) copies each of the required AVPs should be delivered using DVD/MP4 format. The DTI has the right to reproduce unlimited copies, use and format, and do reverse engineering. 3.2. The final AVP should be in multi system master (PAL, NTSC, SECAM, PAL SECAM) fully edited AVP on DVD format 2 copies each of the required video should be delivered using DVD/MP4 format. 3.3. All raw video footages, scoring, and photography taken in line with this TOR will be a property of DTI for reuse in other projects 3.4. Purchase of copyright material should be shouldered by the outsourced provider 3.5. Minimum standards for the video quality are as follows:		

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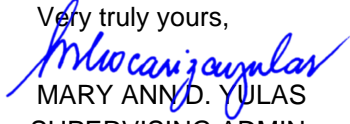
NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>i. Frame size and image dimension: 1280x720p High Definition (HD)</p> <p>ii. Variable bit rate: uncompressed</p> <p>iii. Screen aspect ratio: 16:9</p> <p>Item 4: Sign Language Interpreter and Preparation of Thumbnails and Captions</p> <p>4.1 Insertion of a video of the Sign Language Interpreter in the video Stream</p> <p>4.2 Prepare thumbnails and captions for the three (3) AVPs for uploading to DTI YouTube Channel</p> <p>SKILLS REQUIRED</p> <p>The provision of service requires a creative team with the following skills/competency:</p> <p>a. Script writing and production of video</p>		

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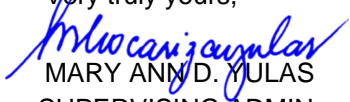
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			<p>b. Videography including editing c. Animation and graphics design d. All others skills relating to the production of the required video</p> <p>The creative team shall have a producer/team leader who shall directly coordinate with DTI regarding the production and other details of the provision of service.</p> <p>VI. WORK DURATION AND LOCATION</p> <p>Item 1. The duration of the contract is Five (5) months.</p> <p>Item 2. The provision of service will have video coverage that includes field interviews of resource persons and DTI officials at the</p>		

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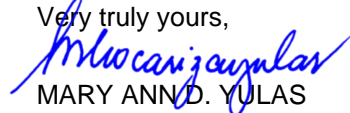
NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>following locations: 2.1. Luzon : Regions CAR, 1, 2, 4B, 5 2.2. Visayas: Regions 6, 7, 8 2.3 Mindanao: Regions 9, 10, 11, 12 and CARAGA</p> <p>Item 3. A maximum of Ten (10) revisions is allowed per submitted output/AVP.</p> <p>QUALIFICATIONS</p> <p>Item 1: The identified key members of the creative team must have at least five (5) years of professional experience in the industry, specifically in the areas of advertising, graphic design, production, creative writing and dealing with the media, and other related fields;</p>		

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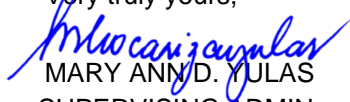
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			<p>creative team must have handled at least two (2) projects similar in nature to the requirement, with other government institutions and other prominent business establishments; Item 3: The identified key members must have at least two (2) recognition and commendations received from distinguished clients and; Item 4: Must be registered online with the Philippine Government Electronic Procurement System (http://www.philgeps.net) as a legitimate service provider for government requirements; Item 5: Must guarantee timely delivery of the AVP.</p> <p>(For more details please see attached Terms of Reference)</p>		

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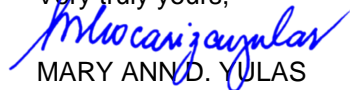
*****NOTHING FOLLOWS*****

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HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

G/F, Trade and Industry Building, 361 Sen Gil J. Puyat Ave., City of Makati* 1200 Philippines
Tels. (632) 751-4997, 751-0384 loc. 2111, Fax (632) 895-3515, e-mail:procurement@dti.gov.ph