

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-01-014, 2021-09-036 (2022 NEP), 2021-09-064 (2022 NEP)

RFQ No.: 2022-03-157

End-user: KC, PPPP, SMU

Date: MAR 18 2022

Name of Project:

ABC: P360,000.00

AVP PRODUCTION FOR KC, PPPP AND SMU

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam: _____

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before MAR 24 2022 12:00NN.

ENRIQUE H. GASCON, JR.

BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, quotations with a dash or zero shall be deemed free of charge.
3. All entries must be typewritten/printed/longhand. Any erasure in the quotation must be countersigned by the bidder/representative, otherwise quotation will be rejected.
4. The Procuring Entity may give due preference to goods being offered with green component.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is as indicated in the next page.
7. Price validity shall be for a period of 120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - o Updated Mayor's / Business Permit
 - o PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)
 - o Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
 - o Official Receipt issued by BIR(a mere picture of the receipt can suffice)
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00** for **Emergency Cases** and **P50,000.00** above for **Small Value Procurement**.
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address bacsec.car@dswd.gov.ph.

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REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	AVP PRODUCTION FOR KC, PPPP AND SMU				
	KC (P190,000.00)				
	CDD AVP Documentary Video: (minimum of 10 mins each) Pre and Post Production: With photo slide animation Re-enactment Script will be provided by service provider With drone shots Shooting cost: transportation (anywhere in CAR) and board and lodging *unused raw shots will also be submitted to DSWD-CAR	2	production		
	<i>Please see attached Terms of Reference</i>				
	PPPP (P120,000.00)				
	Four (4)-minuter video documentary of 4Ps beneficiaries' success stories pre to post production	2	production		
	<i>Please see attached Terms of Reference</i>				
	SMU (P50,000.00)				
	Production of Mandanas Ruling AVP (8 minute maximum, linear editing including voice over, may include animation or on site shoot)	1	material		
	<i>Please see attached Terms of Reference</i>				
The place of delivery/service of the goods is within CAR.					
TOTAL PRICE					

• Award shall be made per: Lot basis Total Quoted Price

Note: NO GIFT ALLOWED. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative
over printed name: _____

Name of Firm/Dealer/Contractor: _____

(This will be the name indicated on the check)

Address: _____

Name and Signature of Convasser

Contact Number/s: _____

PhilGEPS Registration Number: _____



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TERMS OF REFERENCE

Hiring of Service Provider for the Development of KALAHI CIDSS Documentary AVPs

RATIONALE:

The Kapit-bisig Laban sa Kahirapan – Comprehensive and Integrated Delivery of Social Services National Community-Driven Development Program (Kalahi-CIDSS NCDDP) Regional Program Management Office of Field Office Cordillera Administrative Region aims to sustain the interest and commitment of the community volunteers and local government units to CDD and Kalahi-CIDSS principles. One way to achieve this is through the distribution of advocacy materials and production of several Information Education, and Communication (IEC) materials. It will follow the marketing and advertising strategy that banks on stories and powerful photos or videos to market or advocate project or program.

The production of audio-visual presentation aims to boost the interest and mobilize partners and implementers to become active advocates of the institutionalization of the community-driven development (CDD).

The AVP is also aimed at documenting the good practices and success of groups and organizations in CDD that will be used as reference materials for LGUs and other organizations to guide them in the position of CDD in the implementation of the Mandana's Resolution.

Since the location shoot of the AVPs are in different municipalities covered by Kalahi-CIDSS, there is a need to include budget for transportation cost.

It is anticipated that the aforesaid activities will contribute to the advocacy and support of the KALAHI CIDSS Program, the Institutionalization of CDD Bill, and the DSWD as a whole, thus, this proposal is hereby recommended for approval with all budgetary and administrative requirements.

OBJECTIVES:

General:

To capture the experience and/or good practices of CDD implementers into a documentary video for the general public to increase awareness and support to the CDD Institutionalization.

Specific:

Specifically, the AVP materials aim to:

- capture and document community experience as evidence to successful program implementation;
- advocate for support with various stakeholders in the passage of the CDD Bill; and
- mobilize partners and implementers to become active advocates of community-driven development (CDD).

SCOPE OF WORK AND DELIVERABLES OF THE SERVICE PROVIDER:

The service provider shall provide the DSWD with services relative to the development and production of AVPs. Specifically, the service provider shall:

- Attend meetings with the DSWD representatives; Provide the following key personnel: project manager, Director, writer, editor, and full video production crew;
- Prepare the concept, script, and storyboard of the videos in consultation with the DSWD representatives;
- Have complete HD based shooting equipment; Conduct talent castings as needed; all talents should be approved by the SMS. Shoot footage in anywhere in CAR.
- Purchase appropriate licenses and royalties for creative works necessary for the production of the video, in favor of the DSWD;
- Develop and produce (2) two documentary videos, minimum of five (5) minutes, with animation under the supervision of SMU;
- Edit video footage and graphics in the video using Adobe Premiere Pro, Final Cut, After effects or equivalent;
- Musical score using digital CD based Network Library or equivalent;
- Submit copies of all raw footage used for the production of the composite videos in two to the SMU.
- Submit high definition release materials of the final output in USB flash drive.

QUALIFICATIONS OF SERVICE PROVIDER:

Criteria	Percentage
Experience (30%) - At least three years' experience and proven track record on the development and production of AVPs. The Service Provider must have been in existence for at least three (3) years with proven experience and track record in producing AVPs and must have engagements with government agency/ies within the past 3 (3) years.	Three (3) years and above = 30% Two (2) to Three (3) years= 25% One (1) year - Two (2) years = 20% < One (1) year = 0

<p>Must have competent and experienced production staff (15%) – The Service Provider’s production team must submit detailed resumes that will show their appropriate education, trainings, and experience in the development and production of AVPs. The Service Provider must also submit a list of equipment to be used for the project.</p>	<ul style="list-style-type: none"> - Complete and detailed resumes of all the members of the production team with at least one (1) member with three (3) years’ experience in the production of AVP; complete list of equipment to be used; = 15% - Complete and detailed resumes of the production team; with at least two (1) member with two (2) years’ experience in the production of AVP; complete list of equipment to be used; = 10% - Complete and detailed resumes of the production team; with at least one (1) member with one (1) year experience in the production of AVP; complete list of equipment to be used = 5%
<p>Must provide a well-defined concept note that clearly explains the treatment of the video including but not limited to, flow of graphics, animation, and musical (35%).</p>	<ul style="list-style-type: none"> - Three (3) concept notes that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 35% - Two (2) concept notes that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 30% - One (1) concept note that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 25%
<p>Must be able to provide at least three related samples of work. (20%)</p>	<ul style="list-style-type: none"> - > Three (3) related samples of work = 20% - Two (2) related samples of work = 15% - One (1) related samples of work = 10%
<p>TOTAL</p>	<p>100%</p>

Passing Rate is 80%

KEY DELIVERABLES AND PAYMENT SCHEDULE:

DELIVERABLES FOR THE PRODUCTION OF DEVOLUTION ORIENTATION AVPs	TIMELINE
<ul style="list-style-type: none"> • Pre-production meeting with SMS 	<p>Three (3) days after receipt of Notice to Proceed</p>
<ul style="list-style-type: none"> • Submission of concepts 	<p>Five (5) days after pre-production meeting</p>
<ul style="list-style-type: none"> • Submission of scripts and storyboards 	<p>Ten (10) days after approval of proposed concept</p>
<ul style="list-style-type: none"> • Submission of proposed Voice Over Talents 	<p>One (1) day after approval of script and storyboard</p>

● Production Conference	Five (5) days after approval of script and storyboard
● Production	Five (5) days after Production Conference
● Submission of offline edited video for comments	Five (5) days after last day of shooting
● Submission of 1 st draft online edited video for comments	Five (5) days after receipt of comments on the offline edited material
● Submission of 2 nd draft online edited video based on comments	Five (5) days after receipt of comments on the 1 st draft online edited material
● Submission of 3 rd draft of online edited video based on comments	Five (5) days after receipt of comments on the 2 nd draft edited material
● Submission of color graded final material for approval	Five (5) days after approval of 3 rd draft online edited video
● Submission of copies of all raw footage and high definition release materials of the final output in USB flash drive to SMU.	Five (5) days after approval of color graded final material

The cost is **One Hundred Ninety Thousand Pesos (P190,000.00)** inclusive of tax chargeable against **KALAHI CIDSS-NCDDP Advocacy Funds Component 3 - 50299020-00**. This shall be released in tranches, based on the delivery of scheduled outputs and upon approval and/or acceptance by the Client, as follows:

Tranche	Output/ Deliverables	%	Amount in Peso
1st	Submission of the 1st approved final material for posting (1 video)	50%	95,000
2nd	Submission of the 2 nd approved final material for posting (2 nd video)	50%	95,000
	TOTAL	100%	190,000

SPECIFICATIONS

No. of videos and its total running time	Two (2) documentary videos; minimum of 5 minutes each.
Shooting format	Digital HD
Versions (Language)	Filipino and/or English
Length of shoot	3 to 5 working days (for each production)
Location	Anywhere in CAR
Editing format	Digital non-linear
Audio format	Digital non-linear with complete musical scoring

Release format	All materials, including raw footage will be submitted in USB to the SMU.
Delivery Site	DSWD Field Office CAR

BUDGETARY REQUIREMENTS:

The cost of production (Approved Budget for the Contract), amounting to **One Hundred Ninety Thousand Pesos (P190,000.00)** shall be charged against **KALAHI CIDSS-NCDDP Advocacy Funds Component 3 - 50299020-00**, inclusive of applicable taxes. This shall cover all production expenses (food, transportation, accommodation, equipment rental, among others) for the whole production team during the production.

REPORTING REQUIREMENTS:

The service provider shall assign a focal person/Project Manager who will be in direct coordination with the SMU in all matters pertaining to the production of the video. The SMU will have designated representatives respectively, who shall act as coordinator with the service provider.

The SMU and the Regional Director shall approve all materials produced.

PROJECT DURATION:

The first video production will be on the first semester of 2022 and the second video production on the second semester of 2022.

Prepared by:


EDEN FAITH S. FATANER
 Social Marketing Officer III

Reviewed by:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
 SMU Head

Approved by:


ARNEL B. GARCIA, CESO II
 Regional Director

**TERMS OF REFERENCE****Hiring of Service Provider for the AVP Production of 4Ps HHs Success Stories****RATIONALE:**

As the Pantawid Pamilyang Pilipino Program (4Ps) continues to adapt with the “new normal,” the Social Marketing Unit finds new strategies to conduct different advocacy and social marketing activities. The activities for FY 2022 are synchronized with the PAGBANGON response and recovery measures of the (4Ps) in the time of COVID-19 pandemic under the last letter ‘N’ as Needs-based and responsive communication strategy.

One of the advocacy activities for this year is the production of AVP to highlight the gains and successes of the program from the stories of the beneficiaries. The video to be produced will showcase how the program was able to help in uplifting the lives of the beneficiaries.

The video output will be used as program’s advocacy material and social marketing support to correct the misconception about the program.

It is anticipated that the aforesaid activities will contribute to the advocacy and support of the Pantawid Pamilyang Pilipino Program and the DSWD as a whole, thus, this proposal is hereby recommended for approval with all budgetary and administrative requirements.

OBJECTIVES:**General:**

To capture and highlight the experiences of 4Ps household beneficiaries on how the program helped them improved their level of well-being.

Specific:

Specifically, the AVP materials aim to:

- Highlight the program activities, good practices, and initiatives attended by the HHs beneficiaries that contributed in improving their lives;
- Showcase the life lessons gained from the program; and
- Generate support from various stakeholders for the continuous smooth program implementation

SCOPE OF WORK AND DELIVERABLES OF THE SERVICE PROVIDER:

The service provider shall provide the DSWD with services relative to the development and production of AVPs. Specifically, the service provider shall:

- Attend meetings with the DSWD representatives; Provide the following key personnel: project manager, Director, writer, editor, and full video production crew;
- Prepare the concept, script, and storyboard of the videos in consultation with the DSWD representatives;
- Have complete HD based shooting equipment; Conduct talent castings as needed; all talents should be approved by the SMU. Shoot footage anywhere within Baguio City and Benguet;
- Purchase appropriate licenses and royalties for creative works necessary for the production of the video, in favor of the DSWD;
- Develop and produce (2) two documentary videos, minimum of four (4) minutes, with animation under the supervision of SMU;
- Edit video footage and graphics in the video using Adobe Premiere Pro, Final Cut, After effects or any advanced multimedia editing software;
- Musical score using digital CD based Network Library or equivalent;
- Submit copies of all raw footage used for the production of the composite videos in two to the SMU;
- Submit high definition release materials of the final output in USB flash drive; and
- The rights of photos and video footages shall be used by DSWD.

SPECIAL PROVISIONS:

- The DSWD CAR has the right and privileges to use the photo and videos for official activities.

QUALIFICATIONS OF SERVICE PROVIDER:

Criteria	Percentage
<p>Experience (30%) - At least three years' experience and proven track record on the development and production of AVPs. The Service Provider must have been in existence for at least three (3) years with proven experience and track record in producing AVPs and must have engagements with government agency/ies within the past three (3) years.</p>	<ul style="list-style-type: none"> - Three (3) years and above = 30% - Two (2) to Three (3) years= 25% - One (1) year - Two (2) years = 20% - < One (1) year = 0
<p>Must have competent and experienced production staff (15%) – The Service Provider's production team must submit detailed resumes that will show their appropriate education, trainings, and experience in the development and production of AVPs. The Service Provider must also submit a list of equipment to be used for the project.</p>	<ul style="list-style-type: none"> - Complete and detailed resumes of all the members of the production team with at least one (1) member with three (3) years' experience in the production of AVP; complete list of equipment to be used; = 15% - Complete and detailed resumes of the production team; with at least two (1) member with two (2) years' experience in the production of AVP; complete list of equipment to be used; = 10%

	<ul style="list-style-type: none"> - Complete and detailed resumes of the production team; with at least one (1) member with one (1) year experience in the production of AVP; complete list of equipment to be used = 5%
<p>Must provide a well-defined concept note that clearly explains the treatment of the video including but not limited to, flow of graphics, animation, and musical (35%).</p>	<ul style="list-style-type: none"> - Three (3) concept notes that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 35% - Two (2) concept notes that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 30% - One (1) concept note that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. =25%
<p>Must be able to provide at least three related samples of work. (20%)</p>	<ul style="list-style-type: none"> - > Three (3) related samples of work = 20% - Two (2) related samples of work = 15% - One (1) related samples of work = 10%
TOTAL	100%

Passing Rate is 80%

KEY DELIVERABLES AND PAYMENT SCHEDULE:

DELIVERABLES FOR THE PRODUCTION OF AVP	TIMELINE
● Pre-production meeting with SMU	Three (3) days after receipt of Notice to Proceed
● Submission of concepts	Five (5) days after pre-production meeting
● Submission of scripts and storyboards	Ten (10) days after approval of proposed concept
● Submission of proposed Voice Over Talents	One (1) day after approval of script and storyboard
● Production Conference	Five (5) days after approval of script and storyboard
● Production	Five (5) days after Production Conference
● Submission of offline edited video for comments	Five (5) days after last day of shooting
● Submission of 1 st draft online edited video for comments	Five (5) days after receipt of comments on the offline edited material

● Submission of 2 nd draft online edited video based on comments	Five (5) days after receipt of comments on the 1 st draft online edited material
● Submission of 3 rd draft of online edited video based on comments	Five (5) days after receipt of comments on the 2 nd draft edited material
● Submission of color graded final material for approval	Five (5) days after approval of 3 rd draft online edited video
● Submission of copies of all raw footage and high definition release materials of the final output in USB flash drive to SMU.	Five (5) days after approval of color graded final material

The cost is **One Hundred Twenty Thousand Pesos (P120,000.00)** inclusive of tax chargeable against **Pantawid Pamilya Advocacy Funds**. This shall be released in tranches, based on the delivery of scheduled outputs and upon approval and/or acceptance by the Client, as follows:

Tranche	Output/ Deliverables	%	Amount in Peso
1st	Submission of the 1st approved final material for posting (1 video)	50%	60,000
2nd	Submission of the 2 nd approved final material for posting (2 nd video)	50%	60,000
	TOTAL	100%	120,000

SPECIFICATIONS

No. of videos and its total running time	Two (2) documentary videos; minimum of 4 minutes each.
Shooting format	Digital HD
Versions (Language)	Filipino and/or English
Length of shoot	3 to 5 working days (for each production)
Location	Baguio and Benguet
Editing format	Digital non-linear
Audio format	Digital non-linear with complete musical scoring
Release format	All materials, including raw footage will be submitted in USB to the SMU.
Delivery Site	DSWD Field Office CAR

BUDGETARY REQUIREMENTS:

The cost of production (Approved Budget for the Contract), amounting to **One Hundred Twenty Thousand Pesos (P120,000.00)** shall be charged against **Pantawid Pamilyang Pilipino Program Advocacy Funds**, inclusive of applicable taxes. This shall cover **all production expenses** (*food, transportation, accommodation, equipment rental, among others*) for the whole production team during the production.

REPORTING REQUIREMENTS:

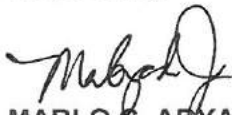
The service provider shall assign a focal person/Project Manager who will be in direct coordination with the SMU in all matters pertaining to the production of the video. The SMU will have designated representatives respectively, who shall act as coordinator with the service provider.

The SMU and the Regional Director shall approve all materials produced.

PROJECT DURATION:

Both video production will be conducted on the second semester of 2022.

Prepared by:



MARLO C. ABYADO JR.
Information Officer II

Reviewed by:



NERIZZA FAYE G. VILLANUEVA-TRINIDAD
SMU Head / Regional Information Officer

Approved by:



ARNEL B. GARCIA, CESO II
Regional Director



TERMS OF REFERENCE

Hiring of Service Provider for the Development of Mandanas Ruling AVP

RATIONALE:

In support to the Department's goal in becoming the primary arm of the Philippine Government in providing efficient and effective social welfare services, the Social Marketing continues to advocate the communication messages – a.) Maagap at Mapagkalingang Serbisyo, b.) Patas na pagtrato sa Komunidad c.) Tapat na paglilingkod na walang puwang para sa katiwalian d.) Maging Tapat sa tungkulin, sa mamamayan, at sa bayan.

The production of AVP is part of the strategic communication plan of the Field Office which aims to further strengthen the gains of the communication activities implemented in the prior years.

OBJECTIVES:

General:

To continue reinforcing awareness, promotion, and support to the Department's programs and services.

Specific:

Specifically, the AVP material aim to:

- Provide support in the popularization and institutionalization of DSWD issuances such as the Mandanas Ruling implementation.

SCOPE OF WORK AND DELIVERABLES OF THE SERVICE PROVIDER:

The service provider shall provide the DSWD with services relative to the development and production of AVPs. Specifically, the service provider shall:

- Attend meetings with the DSWD representatives; Provide the following key personnel: project manager, Director, writer, editor, and full video production crew;
- Prepare the concept, script, and storyboard of the videos in consultation with the DSWD representatives;
- Have complete HD-based shooting equipment; Conduct talent castings as needed; all talents should be approved by the SMS. Shoot footage anywhere in CAR.
- Purchase appropriate licenses and royalties for creative works necessary for the production of the video, in favor of the DSWD;
- Develop and produce (1) one video, minimum of five (8) minutes, with animation under the supervision of SMU;
- Edit video footage and graphics in the video using advanced video editing software;
- Musical score using digital CD-based Network Library or equivalent;



- Submit copies of all raw footage used for the production of the composite videos in two to the SMU.
- Submit high definition release materials of the final output in a USB flash drive.

QUALIFICATIONS OF SERVICE PROVIDER:

Criteria	Percentage
Experience (30%) - At least three years experience and a proven track record in the development and production of AVPs. The Service Provider must have been in existence for at least three (3) years with proven experience and track record in producing AVPs and must have engagements with government agency/ies within the past 3 (3) years.	<ul style="list-style-type: none"> - Three (3) years and above = 30% - Two (2) to Three (3) years= 25% - One (1) year - Two (2) years = 20% - < One (1) year = 0
Must have competent and experienced production staff (15%) – The Service Provider's production team must submit detailed resumes that will show their appropriate education, training, and experience in the development and production of AVPs. The Service Provider must also submit a list of equipment to be used for the project.	<ul style="list-style-type: none"> - Complete and detailed resumes of all the members of the production team with at least one (1) member with three (3) years experience in the production of AVP; a complete list of equipment to be used; = 15% - Complete and detailed resumes of the production team; with at least two (1) member with two (2) years experience in the production of AVP; a complete list of equipment to be used; = 10% - Complete and detailed resumes of the production team; with at least one (1) member with one (1) year experience in the production of AVP; a complete list of equipment to be used = 5%
Must provide a well-defined concept note that clearly explains the treatment of the video including but not limited to, flow of graphics, animation, and musical (35%).	<ul style="list-style-type: none"> - Three (3) concept notes that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 35% - Two (2) concept notes that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 30% - One (1) concept note that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 25%
Must be able to provide at least three related samples of work. (20%)	<ul style="list-style-type: none"> - > Three (3) related samples of work = 20% - Two (2) related samples of work = 15% - One (1) related samples of work = 10%
TOTAL	100%

Passing Rate is 80%

KEY DELIVERABLES AND PAYMENT SCHEDULE:

DELIVERABLES FOR THE PRODUCTION OF DEVOLUTION ORIENTATION AVPs	TIMELINE
• Pre-production meeting with SMS	Three (3) days after receipt of Notice to Proceed
• Submission of concepts	Five (5) days after pre-production meeting
• Submission of scripts and storyboards	Ten (10) days after approval of proposed concept
• Submission of proposed Voice Over Talents	One (1) day after approval of script and storyboard
• Production Conference	Five (5) days after approval of script and storyboard
• Production	Five (5) days after Production Conference
• Submission of offline edited video for comments	Five (5) days after last day of shooting
• Submission of 1 st draft online edited video for comments	Five (5) days after receipt of comments on the offline edited material
• Submission of 2 nd draft online edited video based on comments	Five (5) days after receipt of comments on the 1 st draft online edited material
• Submission of 3 rd draft of online edited video based on comments	Five (5) days after receipt of comments on the 2 nd draft edited material
• Submission of color graded final material for approval	Five (5) days after approval of 3 rd draft online edited video
• Submission of copies of all raw footage and high definition release materials of the final output in USB flash drive to SMU.	Five (5) days after approval of color graded final material

The cost is **Fifty Thousand Pesos (P50,000.00)** inclusive of tax chargeable against the **Technical Assistance and Resource Augmentation (TARA) fund**. This shall be released in tranches, based on the delivery of scheduled outputs and upon approval and/or acceptance by the Client, as follows:

Tranche	Output/ Deliverables	%	Amount in Peso
1st	Submission of the 1st approved final material for posting (1 video)	100%	50,000
	TOTAL	100%	50,000

SPECIFICATIONS

No. of videos and its total running time	One (1) AVP; minimum of 8 minutes.
Shooting format	Digital HD

Versions (Language)	Filipino and/or English
Length of shoot	3 to 5 working days (for each production)
Location	Anywhere in CAR
Editing format	Linear Editing
Audio format	Linear editing including voice over
Release format	All materials, including raw footages will be submitted in USB to the SMU.
Delivery Site	DSWD Field Office CAR

BUDGETARY REQUIREMENTS:

The cost of production (Approved Budget for the Contract), amounting to **Fifty Thousand Pesos (P50,000.00)** shall be charged against the **Technical Assistance and Resource Augmentation (TARA) fund**, inclusive of applicable taxes. This shall cover all production expenses (*food, transportation, accommodation, equipment rental, among others*) for the whole production team during the production.

REPORTING REQUIREMENTS:

The service provider shall assign a focal person/Project Manager who will be in direct coordination with the SMU in all matters pertaining to the production of the video. The SMU will have designated representatives respectively, who shall act as coordinators with the service provider.

The SMU and the Regional Director shall approve all materials produced.

PROJECT DURATION:

The first video production will be in the first semester of 2022.

Prepared by:


JEZEBEL L. GUMATAY
 Information Officer I

Reviewed by:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
 SMU Head

Approved by:


ARNEL B. GARCIA, CESO II
 Regional Director

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