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(+632) 8771 9722 (+632) 8771 9713

Request for Proposal

Production of Collaterals for e-Courses, Webinars, and In-Person Activities for September - December 2022

	P.R. No./Date Received: 2022-08-0150/9 August 202	RFQ/P No. / Date: 2022-09-0162/21 Septe	ember 2022
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The Philippine Competition Commission invites all eliqible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached Terms of Reference subject to the Terms and Conditions and within the Approved Budget for the Contract.

Required Documents/Information to be submitted as Attachments to the Proposal:

- Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Latest Income / Business Tax Return
- Notarized Omnibus Sworn Statement (to be submited prior to the issuance of JO)
- Signed Terms of Reference
- Documentary Requirements in compliance with Annex A of the TOR

This pro-forma quotation maybe submitted through registered or electronic mail to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or amfrancisco@phcc.gov.ph on or before 28 September 2022, 12:00 NN subject to the following Terms and Conditions:

- 1. All entries shall be typed or written in a clear legible manner.
- 2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
- 3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
- 4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
- 5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
- 6. Salient provisions of the IRR of RA 9184: Section 68 Liquidated Damages and Section 69 Imposition of Administrative Penalties shall be observed.
- 7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
- 8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots ot toss coin.
- 9. In case supplier proforma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference.



Item	QTY	ABC	Technical Specifications	Unit Price	Total Amount
iteiii	Q I I	ADO	recrimear opecinications	(To be filled-u	p by the supplier)
1		₱ 540,000.00	Production of Collaterals for e-Courses, Webinars, and In-Person Activities for September - December 2022		
			(Please see attached Terms of Reference)		
Total Lot ABC ₱ 540,000.00		₱ 540,000.00	TOTAL Amount (Lot):		
Delivery Instructions:		nstructions:	Please see attache	ed Terms of Reference	

(Please provide complete information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Job Order or a Contract is prepared and executed, this Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _	
Designation/Position:	
Name of Company:	
Address:	
Telephone / Fax : _	
E-mail Address:	

Company Tax Identification Number:







TERMS OF REFERENCE

Production of Collaterals for e-Courses, Webinars, and In-Person Activities for September-December 2022

I. Background

The Philippine Competition Commission (PCC) is a quasi-judicial body mandated to implement the National Competition Policy (NCP) and enforce Republic Act No. 10667 or the Philippine Competition Act (PCA). In line with its mandate, the PCC has continued to equip its officials and staff with the requisite knowledge and skills to effectively enforce the law. Alongside its internal capacity-building, the Commission also has sustained its campaign to inform stakeholders about the PCA and the role of the PCC.

Against the backdrop of the COVID-19 pandemic, the PCC in 2020 programmed for the conduct of its 2022 capacity-building and advocacy activities using a hybrid approach, ranging from face-to-face events to webinars and other online tools. For this, the Commission early this year contracted the services of an agency to produce collaterals for e-courses, webinars, and inperson activities.

Midway through this year, however, stakeholder demand for PCC's capacity-building and advocacy activities increased, especially as the rollout of the NCP began in earnest. To recall, the Office of the President issued only on 20 October 2021 the Administrative Order No. 44, instructing all agencies in the Executive branch – from national line agencies to government-owned or –controlled corporations and local government units – to adopt the NCP. With the unanticipated demand for additional capacity-building and advocacy activities, there is a need to procure another service provider for the purpose.

II. Objective

The primary objective of the project is to contract the services of a reputable photographer-videographer and graphic artist/s ("Service Provider") to produce collaterals intended for the PCC's online and in-person advocacy and capacity building projects.



III. Requirements, Deliverables, and Responsibilities

Subject to refinement and detailed arrangements to be agreed to with PCC, the proposed responsibilities for the fifteen (15) activities are as follows:

Requirements per activity:	OUTPUTS/RESPONSIBILITIES	TIMELINES
Two (2) Publicity Materials/ Collaterals for eleven (11) Activities One (1) Video event title cards OR Video highlight reel for nine (9) Activities	 Online and Social Media Materials (at least four tiles per post for Facebook, Twitter, Website); Poster/Invitation; Event Banner (Zoom, MS Teams Webinar; and PowerPoint Presentation template (Background image for Title, subtitle, and content) List of Materials/Collaterals 12 activity and speaker cards	•Submit first draft of outputs for comments, five (5) working days upon receipt of the materials; and •Implement comments from end-user and send revised/final outputs within one (1) working day upon receipt of the comments, depending on the required revisions. • Design and layout draft 10-second activity/speaker cards using the selected thematic design, including intro, highlight, and outro transitions two (2) working days upon instruction or approval of the comprehensive design; and •Produce the first draft of the video activity highlight reel three (3) working days upon instruction and sending of materials; and •Implement comments from end-user and send revised/final outputs within one (1) working day upon receipt of the comments, depending on the required revisions.
Indoor/outdoor video shoot and editing of video messages, lectures, or testimonials for four (4) Activities	For submission: a. First draft of cut-to-cut video for comments, within three (3) days after the scheduled shoot b. Final edited video of e-learning video presentation/ lecture (Refer to the complete list of video-editing requirements under "Responsibilities" in the TOR)	•Submit first draft of outputs for comments, within three (3) working days upon receipt of the materials/after the scheduled shoot; and •Implement comments from end-user and send revised/final outputs within

*Note: Subject to changes, depending on current COVID-19 community quarantine guidelines in place

- c. Web-optimized and mobileoptimized video file for content
 streaming, at least 720p
 resolution and a maximum of
 1080p resolution, not exceeding
 300MB, (splicing of lengthy
 videos can be employed if
 necessary); within one (1) day
 after the approval of the video
 proof
- d. Raw/unedited and post-processed audio, videos, and/or photos within fourteen (14) days upon approval of the specific project outputs
- e. Packaged edited video project file
- f. High-definition full-length file, at least 1080p, for archiving

one (1) working day upon receipt of the comments, depending on the required revisions.

Responsibilities

The Service Provider is expected to produce advocacy collaterals and e-learning products for the PCC Communications and Knowledge Management Office's (CKMO) activities for the remainder of 2022, with responsibilities detailed below.

A. Design/Layout publicity materials/ collaterals/ videos

1) Publicity Materials/Collaterals

- Research and submit two (2) thematic designs/pegs for selection of the end-user;
- Create custom illustration of at least three (3) basic illustration objects (e.g. simple vector graphics, silhouette objects, simple patterns, gradient or textured color backgrounds) based on the selected theme;
- Submit custom illustrations and first draft of comprehensive design based on the selected theme;
- Implement the comprehensive design to layout to the listed materials below, as identified by the PCC, for the publicity and collaterals of PCC's online advocacy and capacity building projects;
- And submit first draft of outputs five (5) working days upon receipt of the materials.

List of Materials/Collaterals (2 per activity)

• Online and Social Media Materials (at least four tiles per post for Facebook, Twitter, Website); Poster/Invitation; Event Banner (Zoom, MS Teams Webinar; and PowerPoint Presentation template (Background image for Title, subtitle, and content)

2. Video event title cards/ Video introductions

• Design and layout draft 10-second activity/speaker cards using the selected thematic design, including intro, highlight, and outro transitions two (2) working days upon instruction or approval of the comprehensive design; and

*Note: Subject to changes, depending on current COVID-19 community quarantine guidelines in place

- c. Web-optimized and mobileoptimized video file for content
 streaming, at least 720p
 resolution and a maximum of
 1080p resolution, not exceeding
 300MB, (splicing of lengthy
 videos can be employed if
 necessary); within one (1) day
 after the approval of the video
 proof
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- e. Packaged edited video project file
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- Submit custom illustrations and first draft of comprehensive design based on the selected theme:
- Implement the comprehensive design to layout to the listed materials below, as identified by the PCC, for the publicity and collaterals of PCC's online advocacy and capacity building projects;
- And submit first draft of outputs five (5) working days upon receipt of the materials.

List of Materials/Collaterals (2 per activity)

 Online and Social Media Materials (at least four tiles per post for Facebook, Twitter, Website); Poster/Invitation; Event Banner (Zoom, MS Teams Webinar; and PowerPoint Presentation template (Background image for Title, subtitle, and content)

2. Video event title card/ Video introductions

• Design and layout draft 10-second activity/speaker cards using the selected thematic design, including intro, highlight, and outro transitions two (2) working days upon instruction or approval of the comprehensive design; and

• Submit a maximum of twelve (12) video cards per activity, in 1080p resolution, 16:9 aspect ratio, web-optimized and mobile-optimized video file for content streaming before the scheduled activity.

3. Video Activity Highlight reel

- Conceptualize and process/edit stock PCC materials into a 1-3 minute, 16:9 aspect ratio, digital juice/video teasers, or highlights necessary for the publicity and collaterals of PCC's online advocacy and capacity building projects;
- Produce the first draft of the video activity highlight reel three (3) working days upon instruction and sending of materials; and
- Submit videos in 1080p resolution, 16:9 aspect ratio, web-optimized and mobile-optimized video file for content streaming.

B. Production and editing of video materials

- Perform necessary video and audio shoot/documentation of PCC activities through video/still camera and ensure quality of captured audio recording, video footage, and still images, as needed;
- Record using a two-camera video and audio recording setup and necessary lighting equipment for the shoot;
- Package video presentations (one file per module) using Adobe Premier Pro, Adobe After Effects or other similar audio-video editing software; and
- Edit video footage into an e-learning video presentation/lecture, as needed (sample output to be provided by end-user).
 - i. Include titles and basic transitions in between topics and speakers;
 - ii. Edit video, cut-to-cut and apply color correction as necessary;
 - iii. Edit final cut of video outputs with a total length of 30 minutes maximum per activity;
 - iv. Apply visual effects on video footage like digital background, animated vectors, and animated text to supplement the speaker discussion;
 - v. Synchronize PowerPoint/PDF Presentation with the video recording of the speaker (PCC to provide presentations and guides with timecodes);
 - vi. Include speaker and voice over subtitles on the video output;
 - vii. Input a maximum of two (2) minutes of animated text overlays (basic animations of texts, logos, etc. with pre-made illustrations only and no advanced character creation) on the e-learning video presentation/lecture, and use advanced editing techniques and features as deemed necessary by the end-user;
 - viii. Provide a video proof for comments and inputs of the end-user, before rendering of files;
 - ix. Submit web-optimized and mobile-optimized video file for content streaming, at least 720p resolution and a maximum of 1080p resolution, not exceeding 300MB, (splicing of lengthy videos can be employed if necessary); within one (1) day after the approval of the video proof;
 - x. Submit both raw/unedited and post-processed audio, videos, and/or photos within fourteen (14) days upon approval of the specific project outputs;
 - xi. Submit the following video outputs of the final, approved edited version:
 - 1. packaged edited video files; and
 - 2. high-definition files, at least 1080p, for archiving;

C. General Responsibilities

- Submit first draft of outputs for comments, within five (5) working days upon receipt of the materials and three (3) working days after the scheduled shoot;
- Apply up to three (3) revisions on selected study based on end-user comments and or inputs, excluding counts of error on the part of the service provider;
- Implement comments from end-user and send revised/final outputs within one (1) working day upon receipt of the comments, depending on the required revisions;
- Use licensed design inputs, or creative commons with attribution to avoid copyright infringement of materials.
- Delete raw video materials and presentations from the PCC and its partners, which are advised as restricted or confidential, upon fulfillment of the contract; and
- Any other contract-related duties as assigned by PCC.

D. PCC's Responsibilities

The PCC CKMO, through its Capacity-Building and Advocacy Division (CBAD), shall provide:

- Orientation on the requirements/deliverables;
- List of programmed activities and their target/tentative dates;
- Sample outputs from previous activities;
- Advance notice on the schedule of each project;
- Initial creative direction of projects based on PCC's Branding guidelines;
- Program and other pertinent information for photography/video credentials (as needed); and
- Access to repository of raw and post-processed videos and/or photos.

IV. Minimum qualifications for the Service Provider

Prospective bidders are requested to submit the documentary requirements listed in **Annex A** to ensure that the above-mentioned qualifications are met.

A. Project Team¹

A project team consisting of at least (3) three members with the following qualifications:

- Engaged in photography, video graphy, video editing, and other related services for at least one (1) year;
- Knowledgeable in using Adobe Premier Pro, After Effects, Photoshop, Illustration, or other similar layout, photo and video editing software;
- Knowledgeable in using mid-range-professional-level video and camera set-up;
- Knowledgeable in the basic elements and principles of visual design and their application; and

¹ Pursuant to Section 33.3 of the 2016 Revise IRR of R.A.9184, there should be no replacement of key personnel before the awarding of contract, except for justifiable reason, such as, illness, death, or resignation provided it is duly supported by relevant certificates, or any delay caused by the procuring entity. The procuring entity shall immediately consider negotiation with the next ranked consultant if unjustifiable replacement of personnel by the first ranked firm is made. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons, subject to appropriate sanctions as prescribed in the PBDs.

• With comprehensive personal portfolio or samples of photography/ videography, video teasers/highlights, and layout outputs, preferably of conferences and business engagements.

B. Equipment, software, and inputs

- Use at least mid-range digital SLR/ mirrorless cameras and video, audio recording equipment (e.g. lapel microphones, boom or shotgun microphones, etc.), lighting equipment, and other necessary accessories (e.g. reflectors, light umbrellas, hue lights, green screen, camera-mounted teleprompter, tripods, gimbal stabilizer, etc.) to ensure photo, video, and audio quality of outputs;
- Use any licensed photo/video/design software in the creation and processing of outputs; and
- Use licensed/purchased or open-source digital content to be used for materials (e.g. vectors, graphics, backgrounds, fonts, audio, etc.).

V. Reporting

The Service Provider will report to the PCC CKMO Director and/or his designated staff and is expected to work closely with the CKMO-CBAD on all projects.

The Service Provider should have personnel available for coordination with the end-user, Monday to Friday, within the PCC's operating hours (8:00am-5:00pm), except on public holidays. Should there be a need to report for urgent project matters, the end-user will coordinate with the Service Provider in advance for the schedule.

VI. Mode of Payment and Approved Budget for the Contract

The Approved Budget for the Contract (ABC) for this engagement is **FIVE HUNDRED AND FORTY THOUSAND PESOS (PhP540,000.00)**, inclusive of all applicable government taxes.

The PCC will pay the Service Provider per activity with the following service breakdown:

SERVICES 11 Activities Publicity Materials/Collaterals (2 per activity) 9 Activities Video event title cards/ Video introductions OR Video Activity Highlight Reel (1 per activity) 4 Activities Indoor/outdoor video shoot and editing of video messages, online lectures, or testimonials

Each payment shall be released within 15 calendar days upon the submission and approval of each required output or project, PCC's issuance of the Certificate of Satisfactory Services Rendered, and written statements and receipts in accordance with government accounting rules and procedures.

VII. General Conditions

The Service Provider must grant copyright ownership of all videos, photos, audio both raw and edited to the Philippine Competition Commission. All edited/packaged materials should follow branding specifications of PCC.

VIII. Mode of Procurement

The mode of procurement shall be Negotiated Procurement-Small Value Procurement provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

IX. Confidentiality of Data and Information

To ensure protection of PCC information, service provider/s are expected to observe and abide by the established PCC Information Security Management System (PCC ISMS) and shall agree to sign a non-disclosure agreement.

All data, documents, records (collectively "Information") to be provided to the Service Provider for purposes of delivering the Services are considered confidential information and shall remain the sole property of PCC. The Service Providers shall acknowledge the importance of maintaining security and confidentiality of the Information and agree to prevent unauthorized transfer, disclosure, or use of these Information by any third person or entity. Service Providers shall not use the Information for any purpose other than in connection with the Services. Service Providers shall ensure that it will not retain, after completion of the Services with which the Information was provided, all or any portion of the Information, in any manner whatsoever.

Upon completion of the Services, any and all Information shall be deleted. The Service Provider shall not keep any copy of the Information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

X. Liquidated Damages

If the service provider fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. Pursuant to Section 68 of the aforementioned act. In case the sum of total liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XI. Dispute Agreement/Resolution

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Approved by:	
ARNOLD ROY D. ENORIO Director III, PCC-CKMO	X
Date:	

Conforme:	
Name and	Signature of Authorized Representative
	Designation
	Company
	Date

ANNEX A List of Documents for Submission

Procuring Entity	Philippine Competition Commission	
Address	25/F Vertis North Corporate Center 1, North	Ave., Quezon City
Project Name	Procurement of Professional Services for the Production of Collaterals for e-Courses, Webi Activities for September-December 2022	Production of
Project Details	As indicated on the Terms of Reference	
Approved Budget for	PhP 540,000.00 (inclusive of all applicable go	,
the Contract	Prospective bidders are requested to specify proposed rates per service/activity required under this TOR:	
	SERVICES	PROPOSED RATE PER ACTIVITY
	11 Activities Publicity Materials/Collaterals (2 per activity)	
	List of Materials/ Collaterals	
	• Online and Social Media Materials (at least four tiles per post for Facebook, Twitter, Website); Poster/Invitation; Event Banner (Zoom, MS Teams Webinar; and PowerPoint Presentation template (Background image for Title, subtitle, and content)	
	9 Activities Video event title card/ Video introductions OR Video Activity Highlight Reel (1 per activity)	
	List of Materials/ Collaterals	
	 12 activity and speaker cards (10-second activity/speaker cards using the selected thematic design, including intro, highlight, and outro transitions) per activity or 1 Video Activity Highlight reel (1-3 minutes) 	

	4 Activities Indoor/outdoor video shoot and editing of video messages, lectures, or testimonials For submission: a. First draft of cut-to-cut video for comments, within three (3) days after the scheduled shoot b. Final edited video of e-learning video presentation/ lecture (Refer to the complete list of video-editing requirements under "Responsibilities" in the TOR) c. Web-optimized and mobile- optimized video file for content streaming, at least 720p resolution and a maximum of 1080p resolution, not exceeding 300MB, (splicing of lengthy videos can be employed if necessary); within one (1) day after the approval of the video proof d. Raw/unedited and post-processed audio, videos, and/or photos within fourteen (14) days upon approval of the specific project outputs e. Packaged edited video project file f. High-definition full-length file, at least 1080p, for archiving
	TOTAL
Whom to Address the Proposal	EXECUTIVE DIRECTOR KENNETH V. TANATE, PhD Philippine Competition Commission Thru: DIR. JOSEPH MELVIN B. BASAS Chairperson, PCC Bids and Awards Committee Director IV, Finance, Planning, and Management Office
Documents to be Submitted	Eligibility Documents (to be submitted with the proposals) - PhilGEPS Registration Number - Mayor's/Business Permit - Accomplished Omnibus Sworn Statement - Latest Income/BusinessTax Return - Conformed Terms of Reference

For Project Team

- a. Cover Letter
- b. Company Profile
- c. Comprehensive portfolio of personnel or latest samples of their photography/ videography, video teasers/highlights, and layout outputs, preferably of conferences and business engagements via a file-hosting site (e.g. Google Drive, Dropbox, WeTransfer, etc.)
- d. List of client references with contact details
- e. List of photography, videography, audio recording equipment and editing software
- f. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- g. Project Team composition and taskings
- h. Signed Resume of Project Team members (with basic information, including current email address, telephone/ mobile number, relevant work experience and accomplishments, trainings received, if any)

ANNEX B

Sample Materials

PHILIPPINE COMPETITION COMMISSION

Link: https://bit.ly/2022pvsampleoutputs

• Online and Social Media Materials (at least four tiles per post for *Facebook, Twitter, Website*);



PHILIPPINE COMPETITION COMMISSION

For more information, contact us at themanilaforum@phcc.gov.ph For more information, contact us at themanilaforum@phcc.gov.ph





Poster/Invitation;







Poster/Invitation;





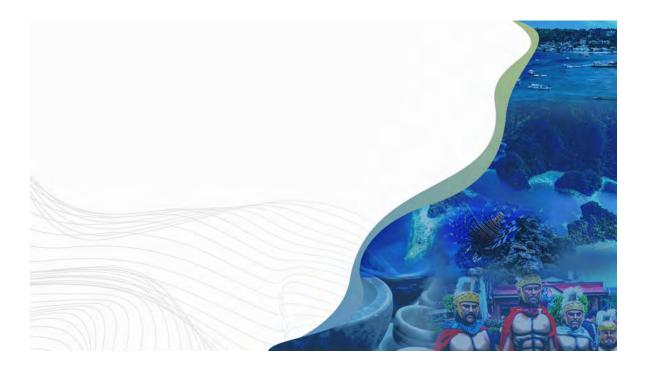


Event Banner (Zoom, MS Teams Webinar)





PowerPoint Presentation template (Background image for Title, subtitle, and content)



Video Card Samples

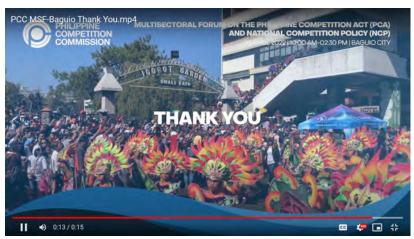






Video Card Samples



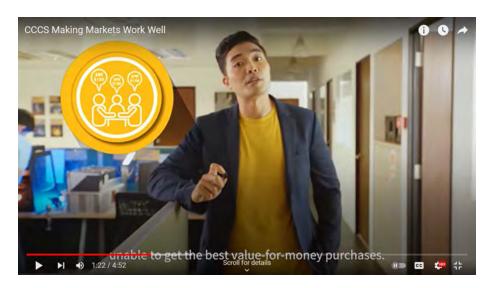




Video Shoot and Video Editing (Samples)

Input a maximum of two (2) minutes of animated text overlays (basic animations of texts, logos, etc. with pre-made illustrations only and no advanced character creation) on the e-learning video presentation/lecture

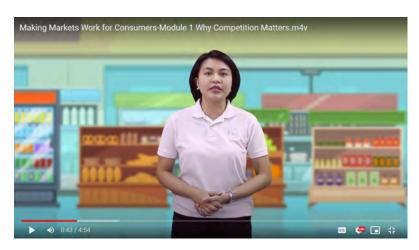
https://www.youtube.com/watch?v=dvmCwwebedQ





Video Shoot and Video Editing (Samples)

Apply video background and synchronize Powerpoint Presentations (Timecodes, Script, and Powerpoint Presentation c/o PCC)







Video Shoot and Video Editing (Samples)

Synchronize Powerpoint Presentations



