

8 July 2020

REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. **TPB-PR 2020.07.199**

**Requirement: Service Provider for the Design and Development of Virtual Tours
Philippine Travel Exchange (PHITEX) 2020 Virtual Edition**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>PR No. 7.002 Design and Development of Virtual Tours</p> <p><u>Scope of Services</u></p> <p>A. Provision Of Two (2) Virtual Tour Modules to Immerse and Engage Target Audience During the Travel Exchange</p> <p>General Requirements</p> <ol style="list-style-type: none"> 1. Produce two (2) virtual tours modules that are designed and created with high definition audio and 360° visual technology 2. Includes all production works (visual shoots, audio, music, presenters, voiceovers, props, specialist equipment, translation and visual effects) 3. Tours must be highly engaging, enjoyable and provides real-time interaction 4. Have selectable hotspots embedded within the visuals that take you from one viewpoint to another 5. With Information pop-ups and links related to content 6. With maps and interactive menus for navigation ease 7. Compatible with any web browser and mobile devices 	990,000.00	990,000.00

	<ol style="list-style-type: none"> 8. Creator must provide 24/7 technical support 9. Option to download content for offline use 10. Provide appropriate system documents to quickly guide users through specific tasks 11. Transfer of knowledge for the TPB on how to upload / update / revise content information <p>B. VIRTUAL TOUR COMPONENTS</p> <ol style="list-style-type: none"> 1. Aerial Map of the Destinations 2. Twenty (20) - 360° Panoramic Ground Hotspots (Photo/Video) 3. Five (5) - 360° Panoramic Aerial Hotspots (Photo/Video) 4. Aerial Photos and Videos 5. Photos and Videos of Key locations of the destinations 6. Audio of the sounds of destinations 7. Writeup of key locations of destinations Website Links and Information of popular establishments of the destinations 8. Guided Virtual Tour Application with Host/Talent 9. Voice Over (VO) for Virtual Tour Application 10. Five (5) - Produced videos for key activities/or locations to play for key locations, activities, and intro to the virtual tour. 11. Photo and Video Gallery <p>C. KEY TASKS:</p> <ol style="list-style-type: none"> 1. Develop application flow and concept for the target destinations 2. Record and edit 360° panoramic photos and 4K videos 3. Record and edit photos and 4K videos 4. Record and edit Aerial 360° panoramic photos and videos 5. Record and edit Aerial photos and 4K videos 6. Script development for Virtual Tour Application 7. Recording of VO 		
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	<ol style="list-style-type: none"> 8. Audio recording of sounds of the destinations for background audio of Virtual Tour 9. Procurement of appropriate royalty free music for Virtual Tour background 10. Designing of Custom Virtual Tour interface 11. Programming and mapping of Virtual Tour application 12. Placement of text information, URL links, videos, and photos on to the Virtual Tour Application 13. Upload of Virtual Tour Application online for easy viewing and shareability, and native capabilities to all browser for mobile adaptability. 14. Turnover of raw photo and videos to client for uploading on to social media 15. Tracking of analytics of the Virtual Tour Application 16. Cloud hosting of Virtual Tour Application 17. Directing of host/talent of virtual tour 18. Provide 24/7 technical support and training for TPB Staff <p>D. TOUR MODULES</p> <p>DESTINATION: METRO MANILA</p> <p>1. MODULE A: OLD MANILA</p> <ol style="list-style-type: none"> a. Tour Spots: Intramuros, Binondo, Rizal Park, National Museum, Museum of Natural History and similar spots b. Description: Module will highlight the rich history of the Philippines through Manila's historical sights. <p>2. MODULE B: MODERN MANILA</p> <ol style="list-style-type: none"> a. Tour Spots: Makati, BGC, Mandaluyong, Quezon City , San Juan, Manila Bay Area and similar spots b. Description: Module will highlight the bustling and cosmopolitan side of Metro Manila with focus on shopping, fashion and gastronomy. 		
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	<p>E. QUALIFICATION OF BIDDER</p> <ol style="list-style-type: none"> 1. Bidder must be a professional media company and have at least three (3) years experience in conceptualizing, producing and executing a production for Virtual Tours. 2. Bidder must submit a list of project accomplished within the last three (3) years. 3. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs: <ul style="list-style-type: none"> - <i>Project Manager</i> - <i>CAAP Licensed Drone Pilot</i> - <i>Reality Capture Specialist</i> - <i>Graphic Designer</i> - <i>Videographer/Photographer</i> - <i>Copywriter</i> - <i>Virtual Tour Programmer</i> 4. Must be Filipino owned, operated and legally registered under Philippine laws. 5. Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS) 6. Company profile 7. CAAP Registered and Certified Drone Pilot with business to operate <p>Bidders will be given a maximum of 15 minutes to present their Plan of Approach and Methodology</p>		
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	<p>Percent (%) weight for the Technical and Financial Proposal is:</p> <table><tr><th>Proposal</th><th>Weight</th></tr><tr><td>Technical Proposal</td><td>80%</td></tr><tr><td>Financial Proposal</td><td>20%</td></tr></table> <p>Passing rate is 85% .</p> <p>Please see attached Terms of Reference for the terms of payment, rating criteria and other details</p>	Proposal	Weight	Technical Proposal	80%	Financial Proposal	20%		
Proposal	Weight								
Technical Proposal	80%								
Financial Proposal	20%								
Terms	30 days upon receipt of invoice								
Delivery	As stated								
ABC	PhP990,000.00 inclusive of service charge and all applicable taxes								

Please submit your **quotation and legal documents** duly signed by your representative to email address *janet_villafranca@tpb.gov.ph* not later than **17 July 2020, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.
Thank you very much.

(Sgd.)

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person JANET G. VILLAFRANCA
Contact No 0995-0274187

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. PhilGEPS Registration Certificate
2. Mayor/Business Permit
3. BIR Certificate of Registration
4. Omnibus Sworn Statement
5. Company Profile