

Request for Quotation

May 12, 2021

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

Quotation No. TPB-PR.2021.05.176

ASPAC Division

Requirements : VISUAL / CREATIVE FOR INFOGRAPHIC ANIMATED VIDEO
 AGENCY
 Project Title : PHITEX 2021

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>Services of a Visual/Creative Agency for the Development of Infographic Animated Video</p> <p>SCOPE OF WORK/DELIVERABLES:</p> <p>TPB requires the services of a visual/creative agency that can create and develop an Infographic Animated Video to be shown as a briefing of the mechanics of the Travel Exchange with the following technical specifications:</p> <ul style="list-style-type: none"> • Size: 1920x1080 (1080p) • 24 FPS (frames per second) • Format: MP4 • Minimum of 3 minutes, maximum of 4 minutes • With background music, sound effects and voice over <p>Infographic animated video shall contain the following (to be provided by TPB):</p> <ul style="list-style-type: none"> • Brief history of PHITEX 		300,000.00

	<ul style="list-style-type: none"> • B2B and speed networking core guidelines/mechanics • Virtual platform features • Participation details • Program of activities <p>Video must:</p> <ul style="list-style-type: none"> • Not be too wordy • Narration told through animation • Minimalist • Clean • Creative • Straight to the point • Fun, engaging and professional to watch at the same time • Avoid using stock photos/animation • Include translation (subtitle and dubbing) to Korean, Japanese, Chinese (both Traditional and Simplified) and Russian <p>Additional Notes:</p> <ol style="list-style-type: none"> 1. The video will be shown to all participants (local and international) in the virtual event platform. 2. The supplier must closely coordinate with TPB during the production of the animated video. 3. The supplier must assign one (1) point person to coordinate all requirements of TPB. 4. The supplier must provide the working file and assets. 5. TPB shall approve all changes to be made in the video. 6. The supplier must secure copyright and permission from rightful owners for the materials that will be used including background music to be shown on the AVP if needed. 7. TPB shall have full legal ownership of the artworks, for commercial and perpetual use. 8. TPB reserves the right to modify the files if needed. 9. TPB will provide the mechanics script for the video. 10. Sample video: NEDA’s AMBISYON NATIN (https://youtu.be/il6LiXQG0CY) <p>TIME FRAME AND SCHEDULE OF WORK</p>		
--	---	--	--

	<p>12 July 2020 - Submission of storyboard 10 August 2020- Submission of the first draft 16 August 2020- Coordination with TPB for changes and finalization 01 September 2020 - Submission of final infographic animated video for approval</p> <p>ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. A reputable creative agency with at least five (5) years' experience in the business 2. Must be duly registered with the Philippine Government Electronic Procurement System (PHILGEPS) 3. With an extensive background specializing in the production of videos 4. Must have provided at least five (5) similar technical services to public and private offices within the last five (5) years 5. Presentation of portfolio 6. Company profile 		
Terms	30 days upon receipt of invoice		
ABC	Php 300,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **May 24, 2021, 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

(sgd)

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266

soc_torres@tpb.gov.ph

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. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement (Revised)
7. Proof of at least five (5) similar technical services to public and private offices within the last five (5) years