

**TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF  
MEDIADOCUMENTATION SERVICES RELATIVE TO THE CELEBRATION  
OF NATIONAL MARITIME WEEK 2017 (Connecting Ships, Ports, and People)  
TO BE HELD WITHIN METRO MANILA ON SEPTEMBER 24-29, 2017**

**INTRODUCTION**

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation and Communications (DOTC), wishes to invite quotations from interested persons and entities to provide the needed logistical requirements relative to the celebration of National Maritime Week 2017 (Connecting Shops, Ports, and People) to be held within Metro Manila on 24-29 September 2017.

**APPROVED BUDGET FOR THE CONTRACT**

The total budget amounting to **FOUR HUNDRED THOUSAND PESOS (Php400,000.00)** is available for this activity which shall be charged against the MARINA Central Office Funds FY 2017.

Any additional cost to be incurred above the amount shall be confirmed by MARINA and be settled in accordance with the usual government accounting and auditing rules and regulations.

**LOGISTICAL SUPPORT/REQUIREMENTS**

The coverage are as follows:

1. Script Writer
2. AVP Director
3. Voice over Talent
4. Video Researcher
5. 2 Production Assistants
6. Production Manager
7. Creative Artist
8. Graphic Artist
9. Editor

10. Lighting Director
11. Recording Inside recording studio
12. **3** days shoot within Metro Manila
13. Expected output for first and second AVP
- 14.1 CAM Coverage
15. 1 Aerial Shot/Coverage

## **OFFICIAL CONTACT FOR EXPRESSION OF INTEREST**

Interested applicants are invited to submit their letter of intent not later than September 10, 2017 to:



**ATTY. VERA JOY S. BAN-EG**

Member and Adviser, Organizing Committee

Celebration of National Maritime Week 2017

OIC-Executive Director

Standard of Training, Certification and Watchkeeping Office

Maritime Industry Authority

984 Parkview Plaza Building

Taft Avenue cor Kalaw Street, Ermita Manila