

TERMS OF REFERENCE

FOR THE AUDIO VISUAL PRESENTATION (AVP) / VIDEO REPORT FOR THE IMO COUNCIL MEETING ON NOVEMBER 25 2019

I. BACKGROUND

The Maritime Industry Authority (MARINA), a government agency established in 1974 pursuant to Presidential Decree No. 474 and an attached agency of the Department of Transportation (DOTr), wishes to invite proposals from interested service entities to produce a 7-10 minute Audio Visual Presentation (AVP) / video report for the promotion of Filipino Seafarers as the best maritime workforce in the international maritime community.

It will be showcased at the International Maritime Organization (IMO) Council Meeting on 25 November 2019.

II. OBJECTIVE

The purpose of the AVP / video report is to promote Filipino seafarers as the best maritime workforce in the international maritime community.

III. APPROVED BUDGET FOR THE CONTRACT

The amount of **Four Hundred Thousand Pesos (P 400,000.00)** inclusive of VAT and other applicable taxes is available for this project. It will be charged against the MARINA Central Office fund.

IV. WORKS TO BE ACCOMPLISHED / SUBMITTED TO MARINA

- a. Develop a creative story line and AVP / video script
- b. Transcribe the interviews
- c. Edit the video report with three (3) rounds of revisions and feedback from MARINA
- d. Final version of the video report without subtitles
- e. Three (3) versions of the final video report with English, Filipino, and Cebuano subtitles
- f. Video report software file (e.g. Adobe After Effects File or Premier File)
- g. Raw footage of interviews and other supporting materials (videos, images, and audio)

The audio requirements including the background music and voice-over narration shall be provided by the service entity.

NOTE: All files must be submitted to MARINA on a DVD (hard copy) and on a flash drive (soft copy) and will be considered as MARINA's property.

V. DELIVERY SCHEDULE / TIMELINE

DELIVERABLES	SUBMISSION DATE
1 st Draft of the AVP / video report	2 weeks after the receipt of the Notice to Proceed (NTP)

2 nd Draft of the AVP / video report	3 weeks after the receipt of the Notice to Proceed (NTP)
3 rd Draft of the AVP / video report	4 weeks after the receipt of the Notice to Proceed (NTP)
Final draft of the AVP / video report without subtitles (hard copy on a DVD and soft copy on a flash drive)	4 weeks after the receipt of the Notice to Proceed (NTP)
Final draft of the AVP / video report with English subtitle (hard copy on a DVD and soft copy on a flash drive)	4 weeks after the receipt of the Notice to Proceed (NTP)
Two versions of the final video report with Filipino and Cebuano subtitles (hard copy on a DVD and soft copy on a flash drive)	5 weeks after the receipt of the Notice to Proceed (NTP)
Raw materials used in the AVP / video report production including, but not limited to: videos, photos, and audio (hard copy on a DVD and soft copy on a flash drive)	5 weeks after the receipt of the Notice to Proceed (NTP)

VI. QUALIFICATIONS OF THE SERVICE ENTITY

- a. The service entity must be PhilGEPS-registered and has an updated business permit;
- b. The service entity must have at least ten (10) years of experience in producing AVPs / video reports that provide relevant gains to its clients and promote public interest;
- c. The team lead of the service entity must be well-recognized in the field of mass media and communications. He/she shall also have a strong and competitive background in producing AVPs / video reports about Filipino seafarers.
- d. The service entity must have a repository of AVPs / video reports concerning Filipino seafarers.
- e. The service entity must have produced high quality AVP / video reports for seafarer-related organizations / institutions.
- f. The service entity must be able to produce a 7-10 minute AVP / video report in English with English, Filipino, and Cebuano subtitles (three versions).

NOTE: Interested service entities should personally submit one hard copy each of all necessary documents. Sample works, specifically AVPs / video reports about Filipino seafarers saved on a DVD must also be submitted, together with the documents, as proof of relevant experience.

VII. MODE OF PAYMENT

The MARINA shall pay within fifteen (15) days after full delivery and acceptance by the end-user through Advice to Debit Account (ADA) with Land Bank of the Philippines (LBP) or through bank transfer.

VIII. OFFICIAL CONTACT FOR THE SUBMISSION OF QUOTATION

Interested service entities are invited to submit their letter of intent and quotations to:

ARSENIO F. LINGAD II

Officer-In-Charge
Strategic Communication Service
Maritime Industry Authority
11th Floor, MARINA Central Office Building
Bonifacio Drive corner 20th Street
Port Area, Manila

For inquiries / clarifications:

odap@marina.gov.ph

gsdprosec@gmail.com

scs@marina.gov.ph