



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



TERMS OF REFERENCE

- I. **Project** : Photo and Video Coverage and production with Same-Day-Edit (SDE) during the 21st National PESO Congress in Cagayan De Oro City, Misamis Oriental on 16-17 September 2021
- II. **Proponent** : Bureau of Local Employment (BLE)
Department of Labor and Employment (DOLE)
- III. **Approved Budget for the Contract (ABC)** : Php 400,000.00
- IV. **Background** :

The National PESO Congress is an annual event wherein the PESOs in partnership with other stakeholders shall undergo different sessions that focus not only in the improvement and institutionalization of PESOs nationwide but also in terms of capability-building initiatives and labor market trends. For this year, the 21st National PESO Congress' main event will be the launching of the 2020 PESO Anniversary Coffee Table book alongside the official awarding of winners to the 2019 Search for Best PESO Awards, Secretary's Bayanihan Service Award, DOLE CAMP Awards, and the recognition of past PESOMAP presidents – serving as a continuation of the PESO Congress' deferred implementation in the year 2020. This year's 21st National PESO Congress will be held in Cagayan De Oro on 16-17 September 2021 with the theme ***"PESO 2021: Sama-samang Pagtutulungan tungo sa Pagbangon ng Bayan"***.

To ensure the quality delivery of efficient event documentation, the Bureau proposes to hire a Contractor that shall handle the photo and video coverage and production, including Same-Day-Edit (SDE) during the 21st National PESO Congress.

- V. **Source of Fund for the Approved Budget for the Contract (ABC):**

The Approved Budget for the Contract is **FOUR HUNDRED THOUSAND PESOS (P400,000.00)** to be sourced from the Approved 2021 GAA of the 2021 PESO Funds for the video and photo coverage with Same-Day-Edit (SDE) during the 21st National PESO Congress to be held in Cagayan De Oro City, Misamis Oriental on 16-17 September 2021 (date subject to change relative to prevailing IATF and LGU COVID-19 health and community quarantine restrictions).

VI. Scope of Work:

- 6.1 Conduct meetings and consultations with DOLE and other stakeholders to fine-tune details of the project;
- 6.2 Complete the pre-production, production, and post-production phases of the project;
- 6.3 Production and delivery of the following deliverables:
 - One five (5) minute same day edit video with licensed score
 - Audio-visual materials for the 2020 CTB Launching and Awarding Ceremony
 - Copy of the following, in External Hard Drive:
 - a. All raw footage (Full HD 1920x1080)
 - b. All score
 - c. All photos (raw and edited)
 - One five (5) minute Final Output
 - One (1) master / full coverage in digital format
 - Two (2) DVD copies of properly-labeled and packaged Final AVP
- 6.4 The following requirements are expected in order to attain the success of the project:
 - Project Plan
 - Gathering of raw materials
 - Director of Photography
 - Production Manager
 - Professional Photographers
 - Camera Operators
 - Photo/video editor
 - Graphic artist
 - Digital storage hardware
 - Two (2) minor revisions on video editing.

VII. Expected Outputs:

- 7.1 Completion of the production and delivery of one (1) 5-minute video coverage;
- 7.2 Delivery of Full HD 1920x1080 photos (*all photos – raw and edited, all score*);
- 7.3 Delivery of one (1) master / full coverage in digital format;
- 7.4 Delivery of two (2) DVD copies of properly labeled and packaged final AVPs with the following compressed specifications:
 - 7.4.1 MP4 file format
 - 7.4.2 Video frame of 1080p (Full HD)
 - 7.4.3 Video bit rate of not lower than 4,000 kbps

VIII. Responsibilities of the Contractor:

The Contractor engaged for this project shall provide the following:

- 8.1 **Deliverable** – Ensure the timely delivery of project deliverables as indicated in APPENDIX B. All RAW materials are owned by DOLE, and the Service Provider must give a copy of the final output not later than 10 working days after the event subject to possible adjustments on the date of event's conduct in relation to prevailing COVID-19 precautions and restrictions of the IATF and the Local Government Unit of Cagayan De Oro City. APPENDIX B is made an integral part of this Contract;
- 8.2 **Resource Mobilization** – Provide for its own use, office space, office equipment, office computers and software, telephone connection, electrical power consumption, including the services of technicians, talents and artists to undertake the project. Expenses needed to defray the cost for the acquisition, use, rental and engagement of the above-mentioned resources, including, but not limited to, the salaries/talent fees of talents, artists and technicians employed by the Service Provider, food, travel, accommodation, and other logistical and miscellaneous expenses shall be borne by the consultant.

For purposes of coordination with the Local Government Unit of Cagayan De Oro City, a maximum of eight (8) personnel shall be mobilized by the service provider for the completion of the project;

- 8.3 **Consultation** – Conduct meetings and consultations with DOLE and other stakeholders to fine-tune details of the project;