

## TERMS OF REFERENCE

- I.      **Project**            :   **Photo and Video Coverage with Same-Day-Edit (SDE) during the 2022 National PESO Congress in Clark, Pampanga on 25-27 October 2022**
  
- 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. This year's 2022 National PESO Congress will be the first face to face National PESO Congress after two years of being limited to virtual events due to the pandemic, thus symbolically signaling complete recovery for employment in the country under the theme ***"PESO Kaagapay ng Sambayanang Pilipino sa Makabagong Mundo ng Trabaho"***.

During the three-day event which will be attended by at least a thousand participants from partner Local Government Units and Regional Implementers, an abundance of plenary and learning sessions will ensue, with the event being headlined by the Awarding Ceremony for the Secretary's Bayanihan Service Awards II which

To ensure the quality delivery of efficient event documentation, the Bureau proposes to hire a Service Provider that shall handle the photo and video coverage with Same-Day-Edit (SDE) services during the 2022 National PESO Congress.

**V. Approved Budget for the Contract (ABC):**

The Approved Budget for the Contract is **FOUR HUNDRED THIRTY THOUSAND PESOS (P400,000.00)** for the video and photo coverage with Same-Day-Edit (SDE) during the 2022 National PESO Congress to be held in Royce Hotel, Clark, Pampanga on 25-27 October 2022.

**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
  - 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 Service Provider:

The Service Provider 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. 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 the salaries/talent fees, travel, accommodation and other miscellaneous expenses of talents, artists and technicians shall be borne by the consultant;
- 8.3 **Consultation** – Conduct meetings and consultations with DOLE and other stakeholders to fine-tune details of the project;