



26 April 2021

## REQUEST FOR QUOTATION

The Philippine Department of Tourism – Sydney is inviting video editors based in Australia to send quotes for filming and editing of videos for the 75<sup>th</sup> Philippine-Australia friendship year, in partnership with the Philippine Embassy.

Attached for your guidance is the detailed Terms of Reference.

Please submit your quotes on or before 29 April 2021 to:

[noridelosreyes@morefuninthephilippines.com.au](mailto:noridelosreyes@morefuninthephilippines.com.au)

cc: [ely@morefuninthephilippines.com.au](mailto:ely@morefuninthephilippines.com.au)

PDOT reserves the right to accept the quote that it finds the most beneficial to the office. Requests for clarifications may also be sent by email to the same addresses mentioned above.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Norjamin G. Delos Reyes".

NORJAMIN G. DELOS REYES

Tourism Attaché – ANZ

Philippine Department of Tourism - Sydney



## TERMS OF REFERENCE

- I. **REQUIREMENT: VIDEO PRODUCTION AND EDITING**
- II. **VENUE: SYDNEY, NEW SOUTH WALES**
- III. **DATE: 01 MAY 2021**

### IV. **BACKGROUND**

The Philippine Department of Tourism (PDOT), in partnership with the Philippine Embassy in Australia and in commemoration of the 75<sup>th</sup> bilateral relations between Australia and the Philippines, aims to strengthen the Filipino heritage through the production of video documentary series featuring Filipino-Australians in Australia.

### V. **OBJECTIVE**

This campaign focuses on the 75th Philippines-Australia Friendship year and the Filipino-Australians as a market segment. This documentary series aims to promote and reinforce the Filipino heritage among Filipino-Australians, as well as encourage travel to the country when restrictions are lifted.

### VI. **DELIVERABLES**

Two (2) edited videos with the following content:

#### **Fil-Aussie Story**

A Fil-Aussie story from the perspective of the following:

Millennials, Generation Z (Born in the PH or born in AU; if born in AU must have been to PH)

Preferably aged 18 to 25 years

Video duration – max 5 minutes with a catchphrase provided by PDOT

Total: minimum of 5 persons

#### **Fil-Aussies in One Frame**

A video collage featuring minimum of 20 Filipino-Australians

Video duration – max 5 minutes with a catchphrase provided by PDOT

The first edited video files will be delivered to the Philippine Tourism not later than May 8, 2021. Final edited video files will be delivered to the Philippine Tourism not later than May 21, 2021.

PDOT will take charge of the following:

- Cost of the video production and editing
- Invite the interviewees for the video shoot
- Provide the storyboard for the 2 videos

Videographer will take charge of the following:

- 1x pre-shoot conference meeting
- Recommend venues, theme/motif of the video production
- Pre-shoot ocular of the venues
- Filming of the videos, estimated time 9.30 am to 5.00 pm, subject to changes
- Film and edit video – Fil-Aussie story: minimum 5 persons
- Film and edit video – Fil-Aussies in one Frame: minimum 20 persons
- Set and Behind the Scene shooting and images
- Two (2) to five (5) video edits per video
- If necessary, drone shots (if possible)

**I. DOCUMENTARY REQUIREMENT**

Bidders are required to provide their Australian Business Number (ABN).

**II. BUDGET:** Video production and editing package of AUD 5,400 inclusive of GST

**III. PAYMENT PROCEDURE**

Electronic Fund Transfer of payment to winning bidder's nominated bank account

50 % of the total Professional Fee inclusive of GST	Upon signing of contract and issuance of invoice
30 % of the total Professional Fee inclusive of GST	Upon submission of the two (2) final edited videos
20 % of the total Professional Fee inclusive of GST	Upon approval of the two (2) final edited videos

Prepared by:

NORJAMIN G. DELOS REYES

Tourism Attaché

Philippine Department of Tourism – Sydney