



## TERMS OF REFERENCE

- I. **REQUIREMENT:** VIDEO PRODUCTION AND EDITING  
II. **VENUE:** BRISBANE, QUEENSLAND  
III. **DATE:** July 17, 2021, Saturday

### IV. BACKGROUND

The Philippine Department of Tourism (PDOT), in partnership with the Philippine Embassy in Australia and in commemoration of the 75th 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 40 years old

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 submitted to the Philippine Tourism within five (5) days from the date of filming. Final edited video files will be delivered to the Philippine Tourism within 5 days from date of PDOT's advice of required edits.

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 two (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

#### **VII. DOCUMENTARY REQUIREMENT**

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

#### **VIII. BUDGET:**

The following costs will be covered by Philippine Tourism:

- Video production and editing package of AUD 2,500 inclusive of GST for payment to nominated bank account

#### **IX. 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) edited videos
20 % of the total Professional Fee inclusive of GST	Upon approval of two (2) final edited videos

Prepared by:



**ELEANOR A. PALIMA**

Administrative Officer and OIC

Philippine Department of Tourism – Sydney