



TERMS OF REFERENCE

- I. **REQUIREMENT: VIDEO PRODUCTION AND EDITING**
- II. **VENUE: MELBOURNE, VICTORIA**
- III. **DATE: 15 MAY 2021**

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 30 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 delivered to the Philippine Tourism not later than May 19, 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
- Cost of accommodation
- Cost of return travel to Melbourne
- 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

I. DOCUMENTARY REQUIREMENT

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

II. BUDGET:

The following costs will be covered by Philippine Tourism:

- Video production and editing package of AUD 5,400 inclusive of GST for payment to nominated bank account
- Air Tickets costs with extra baggage allowance for one person for equipment, for total of 40kg
- Meal allowance of: \$28.70 for breakfast; \$32.30 for lunch; \$55.05 for dinner, provided/day

The following will be reimbursed by the Philippine Tourism office, with receipts:

- Accommodation for 2 pax for 2 nights not exceeding \$173/ night
- Taxi fares: residence-airport-residence
- Taxi fares: airport-accommodation-airport
- Taxi fares: accommodation-shooting venue-accommodation

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 three (3) edited videos
20 % of the total Professional Fee inclusive of GST	Upon approval of three (3) final edited videos

Prepared by:



ELEANOR A. PALIMA

Administrative Officer and OIC

Philippine Department of Tourism – Sydney