



08 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 12 April 2021 to:

[norjdelosreyes@morefuninthephilippines.com.au](mailto:norjdelosreyes@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,

*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: CANBERRA, ACT

### III. DATES: 16-17 APRIL 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

Three (3) edited videos with the following content:

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

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

Couples (Australian Wife; Filipino husband)

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

Grandparents/ Parents with grandchildren/ children

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

Total: minimum of 5 pairs

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

A video collage featuring a minimum of 25 Filipino-Australians

Video duration – max 5-7 minutes with a catchphrase provided by PDOT

#### **75<sup>th</sup> Philippine-Australia Friendship Anniversary Message**

75<sup>th</sup> Philippine – Australia Friendship Anniversary video message of Her Excellency Ambassador Ma.

Hellen B. De la Vega with minimal editing

Video Duration: 1-3 minutes

The final raw video files will be delivered to Philippine Tourism no later than April 23, 2021.

PDOT will take charge of the following:

- Cost of the video production and editing
- Cost of accommodation
- Cost of return travel to Canberra
- Invite the interviewees for the video shoot
- Provide the storyboard for the 3 videos

The 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 from days 1-2, estimated time 9.00 am to 5.00 pm, subject to changes
- Film and edit video – Fil-Aussie story: minimum 5 pairs
- Film and edit video – Fil-Aussies in one Frame: minimum 20 persons
- Film and edit video – Video message with minimal editing
- 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).

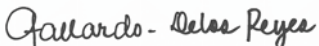
**II. BUDGET:** Video production and editing package of AUD 8,100 inclusive of GST. Travel cost for 3 pax, and 2-night accommodation for 3 pax will be reimbursed by the Philippine Tourism office.

#### 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 the 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:

  
**NORJAMIN G. DELOS REYES**

Tourism Attaché

Philippine Department of Tourism – Sydney