



Philippine Economic Zone Authority

PEZA BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN No. 2019-15

SUBJECT: Procurement of Audio Visual Presentation (AVP) (PEZA-HO-2019-13)

The following shall form as an integral part of the Bidding Documents:

Detailed requirements for the PEZA Audio Visual Presentation (AVP)

A. Scope of Work

1. Production of PEZA AVP – no more than 5-minute video production that will show the inherent advantages of the Philippines and the exceptional and distinctive investment propositions of PEZA
2. Pre-production – to include: research, conceptualization and scriptwriting
3. Production shoot – the shoot footage and video inserts will cover between 15 to 20 PEZA economic zones in Luzon, Visayas and Mindanao.
4. Soundtrack production – to include: professional voice over talent; musical scoring (licensed); and recording studio
5. Post-Production – non-linear editing; Adobe Photoshop and Vector Art; motion graphics and digital effects; 2D animation and musical scoring; interview transcription.

B. Equipment

1. Video/Audio/Lighting Systems
 - a. Drone camera to take aerial shots of the PEZA economic zones
 - b. 2 Digital video cameras (HD Quality) / 2 DSLR cameras (broadcast/HD quality)
 - c. Tripod/dolly
 - d. Professional lighting system for interviews (at least 2400 lux)
 - e. Audio recording system for interviews
 - f. Boom mic/lapel
2. Digital video editing system should be capable of the following:
 - a. Motion graphics
 - b. 2D animation
 - c. Digital effects/Flash Graphics

3. Non-linear editing system (any of the following or similar professional video editing software)
 - a. Adobe premiere pro

C. Service Level Agreement

1. Production Shoot Requirement
 - a. Should there be any technical problems with the output of the shoot, client has the right to require a re-shoot.
 - b. Same set of specified equipment must be used all throughout the shoot to ensure consistency and quality of video and audio.
2. Post-Production Requirement
 - a. All visual support required for the AVP must be provided by the supplier. Photo and video inserts for the AVP must be HD quality or at least 300dpi.
 - b. All client-provided materials for use in the AVP should be returned to the client at the end of the project. Said materials shall only be used strictly/solely for this specific project.
 - c. AVP is subject to re-editing until final approval.
 - d. Final edited video must be in mp4/avi/flv format. The Winning Media Agency shall submit the final edited video stored in a USB card type flash drive with PEZA logo (16GB) in 1,000 pieces.
3. Talent Requirement
 - a. Producer and Production Assistant should oversee the entire editing process and take charge in the selection of appropriate materials for the AVP.
 - b. Director and Production Manager must be present at all times during the shoot.
4. Deliverables – All pictures and action footages in mp4/avi/flv format (raw and edited) taken from the PEZA economic zones shall be turned over to PEZA upon completion of the project.
5. Delivery date – The Winning Media Agency must deliver the PEZA AVP within five (5) months from the issuance of the Notice of the Award.
6. Milestones, Expected Outputs and Reporting Arrangements – It will be agreed upon after one (1) week of the issuance of the Notice of Award. Format as follows:

Milestones	Target Duration	Expected Output
1. Pre-Production (research, script development, location shoot/interviews)	__ calendar days after issuance of notice to proceed	Video materials, script, raw footage
2. Production (editing)	__ calendar days after issuance of notice to proceed	Offline video
3. Submission of draft AVP for approval	__ days after issuance of notice to proceed	Draft AVP
4. Submission of final approved copy of AVP	__ days after issuance of notice to proceed or on before _____	Final DVD copy of AVP

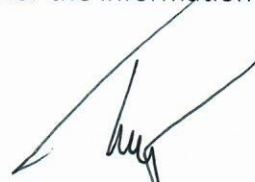
D. Budgetary Requirements and Payment Schedule

The total budget cost shall be ₱ 3,000,000.00, which includes the professional fee and all applicable taxes paid upon completion and acceptance of final output.

E. Deadline of submission of Bid: 15 October 2019, 11:00AM

F. Opening of Bids: 15 October 2019, 2:00PM

This BID BULLETIN is issued this 7TH day of October 2019 for the information and guidance of all concerned.



TERESO O. PANGA
Chairman
Bids and Awards Committee

