



PHILIPPINE SPORTS COMMISSION

REQUEST FOR QUOTATION

The Philippine Sports Commission, through its Bids & Awards Committee, invites interested **PHILGEPS-accredited** suppliers to submit SEALED and signed formal quotation/s for:

Particular	Quantity	ABC (PHP)	Place of Delivery
<p><i>Production of Philippine Sports Hall of Fame Enshrinement Ceremony</i></p>	<p style="text-align: center;">Production of Philippine Sports Hall of Fame Enshrinement Ceremony</p> <p>I. SCOPE OF WORK</p> <p>The Philippine Sports Hall of Fame enshrinement will have a two-part show: a pre-awards show and the enshrinement ceremony itself. Following are the expected scope of work:</p> <p style="text-align: center;">Pre-production (to be done with PSC production team)</p> <ul style="list-style-type: none"> • Concept building • Overall look and design • Activity scheduling • Script writing <p style="text-align: center;">Production</p> <ul style="list-style-type: none"> • Studio venue • Full set-up of green studio for talents (sounds, cameras, greenscreen, green boxes, lighting, markers etc) and production office, must include set-up and dismantle if needed • Editing equipment • Creation of computer generated graphics and effects approved by the PSC • All necessary equipment and supplies for production • Production-related manpower (camera men, PA, script-writer, director, VO talent, production manager, editor etc) • Production (Shooting, professional editing, VO, art) of intro videos for 10 enshrinees • Two emcees (1 male, 1 female, both must be familiar with the sports community chosen by the PSC team) for the main ceremony • One emcee (1 male to be chosen by the PSC) for the pre-awards show • Generator set for backup electricity • 1 rehearsal day with set-up • Recording of necessary shots and audio of all enshrinees and VIPs via virtual platform • Production of full show ensuring that the final film shows an elegantly produced ceremony • Production partner/supplier must have previous experience in sports-related production with project list for the past 3 years attached in the proposal for references • Familiarity and established contact with sporting events, personalities, groups required, and can directly coordinate with concerned individuals or sports groups for production requirements <p style="text-align: center;">Virtual resources</p> <ul style="list-style-type: none"> • Streaming platform (Zoom, Streamyard etc.) • Streaming equipment • Strong and stable internet connectivity <p>II. ADDITIONAL DELIVERABLES BY THE SUPPLIER/SERVICE PROVIDER</p> <p>Aside from the efficient delivery of the work requirements, they are also expected to deliver the following:</p> <ul style="list-style-type: none"> • Crew meals for their entire production team and talents • 48-hour certification of a “negative” RT-PCR COVID-19 testing result for all production staff and talents of the supplier • Submission of a 60-second sample concept video along with the proposal • Submission of all raw and final materials to PSC as “owner” within a week after streaming day • Submission of a post-production report to PSC 	<p>950,000.00</p>	<p>Rizal Memorial Sports Complex, P. Ocampo Sr. St. Malate, Manila</p>

	<p>Additional requirements upon submission of quotation:</p> <ol style="list-style-type: none"> 1. List of sports-related production projects taken within the past 3 years from the date of submission of quotation with the following details: <ol style="list-style-type: none"> a. Names of client with contact numbers and addresses b. Date of award of contract c. Total contract cost d. Short narrative/description of the project 2. 60-second sample concept video with a minimum of 1080 ppi <p>III. APPROVALS</p> <p>All concepts, talents, scripts and messaging must be approved by the agency through its Board or the designated committee for this project.</p> <p>IV. TIMELINES OR SCHEDULE OF DELIVERIES</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">April 26</td> <td style="width: 5%;">-</td> <td style="width: 80%;">submission of final program plan and script</td> </tr> <tr> <td>April 28</td> <td>-</td> <td>graphic art anchors established and submitted for approval</td> </tr> <tr> <td>May 7</td> <td>-</td> <td>submission of first video draft for approval and comments</td> </tr> <tr> <td>May 12</td> <td>-</td> <td>final product ready for streaming</td> </tr> <tr> <td>May 15</td> <td>-</td> <td>streaming day</td> </tr> <tr> <td>May 17</td> <td>-</td> <td>Submission of final report and raw materials</td> </tr> </table>	April 26	-	submission of final program plan and script	April 28	-	graphic art anchors established and submitted for approval	May 7	-	submission of first video draft for approval and comments	May 12	-	final product ready for streaming	May 15	-	streaming day	May 17	-	Submission of final report and raw materials		
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The following documents must be submitted from 21 April 2021 to 5:00 pm of 24 April 2021 directly to the Bids and Awards Committee Secretariat located at Room 207, 2nd Floor, Administration Building, Rizal Memorial Sports Complex, Pablo Ocampo Sr. St. Malate Manila.

1. PHILGEPS Registration or PHILGEPS Certificate
2. Updated Omnibus Sworn Statement (notarized), per GPPB Resolution 16-2020
3. ITR Form Year 2019 or Tax Clearance
4. Mayor's Permit for 2021

ADDITIONAL REQUIREMENTS UPON SUBMISSION OF QUOTATION:

1. List of sports-related production projects taken within the past 3 years from the date of submission of quotation with the following details:
 - Names of client with contact numbers and addresses
 - Date of Award of Contract
 - Total Contract Cost
 - Short narrative/description of the project
2. 60 – second sample concept video with a minimum of 1080 ppi

In case the deadline falls on a non-working day, legal holiday, or special non-working holiday, the deadline shall be on the next working day.

For additional information, please contact the Procurement Office nos. Telefax: 524-3512 or 524-4408 loc. 153/147

The Commission reserves the right to not accept any and all quotations or not award the contract on the following grounds:

- There is prima facie evidence of collusion;
- The BAC failed to follow prescribed procurement procedures; and or
- There are justifiable grounds where the contract will not redound to the benefit of the government without incurring any liability to the affected bidder/s.

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman

Date Posted on Philgeps and PSC website: April 21, 2021

RFQ042121