

TERMS OF REFERENCE
(TOR)

**PRODUCTION SERVICES FOR THE
CHRISTMAS “JOY” SPECIAL - SHORT FILM**

I. RATIONALE AND BRIEF BACKGROUND

Since 2020, the Public Affairs and Information Services Department of the Quezon City Government has been tasked to produce a Christmas video to showcase the special stories of QCitizens and the local government's close collaboration that led to many successes during the entire year.

This is to inspire QCitizens to continue supporting the city's development efforts and be active participants in the implementation of various programs and projects.

As the information arm of the local government, it is the role of PAISD to inform the public of the city's initiatives and achievements in a light, entertaining, and inspiring way.

II. PROJECT DESCRIPTION

A light, entertaining, and inspiring Christmas video, with a length of three to five minutes, showcasing the local government and the QCitizens' resiliency, and achievements, as well as the city's significant developments.

The short film, to be produced by an outsourced production group, should feature the city and its people in a positive light.

III. PROJECT SCOPE OF WORK

The production team, in collaboration with PAISD and other concerned departments, will undertake the production of the short film within the city's landmarks, business centers, and other sites depicting the city's development.

The short film should highlight significant milestones of the city, QCitizens, and the local government, especially this year.

The pre-production, production, and post-production of the short film should be conducted, finished and ready for posting on the Quezon City government's Facebook page.

Work rendered by the outsourced production team, including raw footage and pictures, shall remain as property of the city government.

The production team may engage the services of actors and other independent film workers, provided the final output or the short film will depict a true representation of the city government's achievements.

Mayor Joy Belmonte and other city officials are not required to appear in the short film, but their presence may be requested if needed, depending on their availability.

IV. AREA OF COVERAGE

The short film will cover significant achievements of the city government, prominent tourist attractions, selected business centers, and other city landmarks to reflect the city's continued growth and development.

The theme of the project to be conceptualized by the production team should be based on the storyboard or story idea approved by the city government.

Once approved, the production team will arrange necessary permits and coordination, and commence shooting, editing, and post-production of the short film.

The city government reserves the right to request up to three revisions of the film.

The production team may request an extension of the project timeline only during unforeseen, fortuitous events.

V. PROJECT STANDARDS & REQUIREMENTS

The production team should have a catalogue of AVPs and/or short films and/or documentaries produced.

The production team should have at least 32 manpower to complement and complete the project in due time.

VI. PROJECT DURATION

The duration of the project should be upon issuance of notice to proceed until **December 31, 2023**.

VII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **NINE HUNDRED EIGHTY-EIGHT THOUSAND PESOS (PHP 988,000.00)** to be sourced from the approved budget of PAISD.

No Price Adjustment

The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations costs are increased by more than 10% as a result of any extraordinary circumstance as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPBB).

VIII. BASIS OF PAYMENT

Upon submission of the final output based on the final revisions requested by the city government.

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

Specific penalty/ies to be imposed on the contractor.

Non-submission of the final output on or before the deadline invalidates the responsibility of the city government in payment of the balance.

Any valid complaint against the contractor, including violation of safe working conditions, absence of necessary permits, and non-payment of wages to staff, shall be a ground for the cancellation of the contract.


X. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event, the City terminates the Contract due to default, insolvency, or for cause, it may enter into negotiated procurement pursuant to Section 53 (d) of RA 9184 and its IRR.

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