

TERMS OF REFERENCE
Video Production Package
(SANDY IN THE CITY)

I. RATIONALE

Food brings people together and trying out new restaurants is everyone's favorite pastime, whatever the budget. Quezon City has some of the best homegrown restaurants, there are the classics and there are always new ones that have opened and are opening soon. The restaurant scene in Quezon City is dynamic and varied. The aim of the SANDY IN THE CITY series is to promote Quezon City restaurants to not only to QC residents but to everyone who loves good food. Promoting QC restaurants will directly help the featured establishments by giving it the Chef Sandy Daza seal of approval.

VETTED AND APPROVED

Chef Sandy has been in the food scene for decades and he has developed a strong following. He is credible and people want to eat where he eats and eat what he eats. If he says it's good, it is really good.

II. OBJECTIVE

Quezon City's best kept dining secrets – unlocked! The objective is to promote Quezon City as a must go to foodie destination for every occasion and every budget. With the help of Quezon City Hall and with the approval of Chef Sandy Daza several QC restaurants will be featured based on the themes submitted. The materials will be posted on social media and on free tv and will encourage QC and non-QC residents to try the featured establishments.

III. SERVICE OUTPUT AND DELIVERABLES

1. Ten (10) - Thirty (30) Minute Materials
2. Ten (10) - Fifteen (15) Minute Edit Downs
3. Ten (10) - Ninety (90) Second Edit Downs

IV. PROJECT STANDARDS AND REQUIREMENTS

The service provider must possess the following requirements:

1. The Service provider must be registered with the Platinum Philippine Government Electronic Procurement System.
2. Has in-house production expertise, a creative team, and staff competent to conceptualize, script, shoot and edit requirements.
 - HOST - Male, Food icon and have done food shows with strong following. Built credibility of where to eat and eat what he eats.
 - Director/DOP - college graduate. 5 years or more experience with food and travel shows. With creative and aesthetic on executing food and travel show.
 - Camera operator 1 - College graduate, With 5 years of experience. Have a good eyesight and hearing. Team oriented. Good observation skills and ability to concentrate for long period.
 - Camera Operator 2 -College graduate, With 5 years of experience. Have a good eyesight and hearing. Team oriented. Good observation skills and ability to concentrate for long period.
 - Writer - College graduate. 5 years experience in creative writing a food and travel show. Team oriented.

- Production Manager -College graduate. Team Oriented. 5 years of experience for food and travel show. Must have a pool of production contacts to be able to meet the required budget. With excellent time management.
 - Producer -Graduate of film production or relevant field. 5 years or more experience with film production specifically of food and travel shows. Excellent time management.
 - Hair and Make Up - 5 years of experience or have gained skills in commercial or TV as a make-up artist.
3. With at least five (5) years experience in producing food related content.

V. BUDGET ALLOCATION

The project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract.

DESCRIPTION	AMOUNT
Other Maintenance and Operating expenses	
1. Production Team - Talent Fees	
2. Meals - B/L/D and AM/PM snacks	
Rent expenses	
Post Production	
Miscellaneous	
Advertising expenses	
Total Cost	

VI. PROJECT MILESTONES AND PAYMENT SCHEDULES

The project shall be completed until December 31. 2023. It is understood that the payment shall be made after the processing of all administrative requirements under the following maintenance schedule.

MILESTONES	Payment Schedule
IDENTIFYING QC ESTABLISHMENTS	10%
FIRST 5 SHOOT DAYS	25%
NEXT 5 SHOOT DAYS	25%
SUBMISSION OF FIRST 5 MATERIALS	20%
SUBMISSION OF LAST 5 MATERIALS	20%

VII. WARRANTY AND GUARANTEE REQUIREMENTS

The quality of the deliverables is set to the highest standards as required by the BPLD. Any revision on the visuals and content for each video are to be rendered to the full satisfaction of the BPLD.

VIII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the Quezon City Local Government through the BPLD shall constitute an offense and shall result in the forfeiture of the bond posted by the supplier, and without prejudice to other penalties and/or liquidated damages pursuant to RA 9184 and its revised IRR, and other pertinent laws.

IX. 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 and the Quezon City Local Government terminate the Contract due to default, insolvency, or for other cause(s), it may enter into a negotiated procurement pursuant to Section 53 (d) of RA 9184 and its revised IRR.

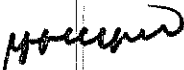
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