

**TERMS OF REFERENCE
(TOR)**

**PRODUCTION SERVICES FOR QC RISK COMMUNICATIONS PROCEDURES AND
PROTOCOLS PLAYBOOK**

I. RATIONALE AND BRIEF BACKGROUND

The QC DRRMO activities and projects is always anchored both on the vision and legal provisions of RA 10121 and the National Disaster Risk Reduction and Management (NDRRM) Framework. It conveys an ideal shift from reactive to proactive men and women who have increased their awareness and understanding of Disaster Risk Reduction Management.

In partnership with QC DRRMO and other related agencies/departments, the Public Affairs and Information Services Department as one members of Committee on Disaster Preparedness, It is therefore our duty to provide accurate and timely advice to local emergency response organizations and to the general public, through diverse mass media, and technologies for communication within the Quezon City premises.

II. PROJECT DESCRIPTION

The primary objectives of this project are as follows:

1. To educate and inform the public about disaster preparedness, response procedures, and resources available during crises.
2. To Ensure that all disaster risk reduction programs, projects, activities and efforts of the Quezon City Government for Disaster will be escalated to QCitizens.
3. Four (4) videos with a length of at least three minutes long ensuring comprehensive awareness and engagement to a broader audience across various social media platforms and other means. This aims to maximize visibility interactions, fostering a deeper understanding and support for QC DRRMO's initiatives.

III. PROJECT SCOPE OF WORK

The production team, in collaboration with PAISD and other concerned departments, will undertake the production of the videos, meetings and coordination of the whole production content within the city's premises.

The videos should highlight significant topics of the Quezon City's initiatives on:

1. Risk Communication
2. Protocols and process of city-wide communication
3. Emergency protocols/ Crisis Communication
4. Maximizing Social Media

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 videos.

In terms of production work, the following services are expected to be rendered:

Pre-production

- The Service Provider (SP) shall provide the following:
 1. Script and storyboard in consultation and subject to the approval of the end-user.
 2. Engagement of talents:
 - a. Voice-over talents (should use human talent and not AI-generated)
 - b. On-camera talents if necessary or talking heads (subject to approval and direction of the end user)

Production

- The SP shall be responsible for the following:
 1. Overall Direction.
 2. Art Direction.
 3. Graphics and animation
 4. Full production of original musical score for all AVPs including re-arrangements for edit down versions.
 5. All related expenses for the location shoot

Post-production

- Editing and Finalization of the videos/animation.
- Creative/technical assistance and support.

Manpower Requirement/ Production Staff the SP shall ensure the provision of:

1. Overall Director
2. Writers / Copywriters
3. Directors of Photography
4. Producers
5. Production Manager
6. Editors
7. Graphic Artists / Animators
8. Production Assistants
9. Lighting Director
10. Sound Technician
11. Technical Support Staff
12. Main Actor
13. Supporting Actor

Rental of Equipment: Camera, Lights, Audio Equipment and Editing Machine

The Service Provider shall be responsible for the following: (Miscellaneous)

1. Transportation and board for all shoots/ meetings.
2. Food/accommodation for production staff.
3. Coordination/oculars/location permits processing for location shoot.
4. Hair and make-up for talents

IV. AREA OF COVERAGE

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 finished product should be submitted to PAISD for posting and public showing no later than the required delivery date.

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

V. PROJECT STANDARDS & REQUIREMENTS

The service provider shall possess the minimum qualifications for the contractor as follows:

1. The production team should have a catalog of AVPs and/or short films and/or documentaries produced.
2. The production team should have enough manpower to complement and complete the project in due time.
3. Proven experience in working or providing similar service with the government and/or its agencies, private organizations and/or non-government organizations.
4. Has multimedia, creative and technical expertise such in video and animation production, creative direction to systematically integrate required deliverables.

VI. PROJECT DURATION

The project shall have a duration of until December 31, 2024 upon the issuance of Notice to proceed.

VII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **NINE HUNDRED NINETY EIGHT THOUSAND PESOS (PHP 998,000.00)** to be sourced from the QCRRMO Fund..

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

The Contract price shall be the amount proposed by the winning contractor for the project. Payment for services rendered and output delivered shall be based on the following schedule:

Full Payment (100%) upon the completion of the project.

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.


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

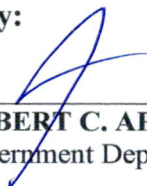
The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event, the City terminates the Contract due to default, insolvency, or for cause, it may enter into negotiated procurement pursuant to Section 53 (d) of RA 9184 and its IRR.

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