PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1,
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

REQUEST FOR PROPOSAL

Production of Multimedia Presentation for the Philippines' Hosting of the International Competition Network Annual Conference in 2026

No./Date Received: **2025-01-0032 / 24 January 2025** RFQ/P No. / Date: **2025-02-0027 / 05 February 2025**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached ***Technical Specifications*** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation:

- Valid Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (to be submitted prior to issuance of Award)
- Signed Terms of Reference
- Signed Request for Proposal

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or (assigned PBAC Sec email jffuna@phcc.gov.ph on or before **11 February 2025, 12:00 PM** subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306) 5%** R-VAT and **(BIR 2307) 1%** (PO) or **2%** (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed ***Technical Specifications***
10. Please note that the award of the procurement is on a **per lot basis**.

Very redacted

DIR. JESON Q. DE LA TORRE redacted
PBAC Chairperson

Item	Unit	QTY	ABC	Project Title	Unit Cost (PhP)	Total Amount (PhP)
					(To be filled out by the supplier)	
			Total			
1	lot	1	₱ 360,000.00	Production of Multimedia Presentation for the Philippines' Hosting of the International Competition Network Annual Conference in 2026		
				(Please see attached Technical Specifications)		
Total ABC			₱ 360,000.00	**TOTAL Amount :**		
Delivery Instructions:				*(Please see attached Technical Specifications)*		

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____

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TECHNICAL SPECIFICATIONS

PRODUCTION OF MULTIMEDIA PRESENTATION FOR THE PHILIPINES' HOSTING OF THE INTERNATIONAL COMPETITION NETWORK ANNUAL CONFERENCE IN 2026

I. Background/Rationale

The Philippine Competition Commission ("PCC" or the "Commission") is a quasi-judicial body mandated to enforce Republic Act No. 10667 or the Philippine Competition Act ("PCA") and implement the National Competition Policy.

The International Competition Network (ICN) is a global network of 141 competition authorities dedicated to promoting the highest standards of competition law enforcement and policy development for the benefit of businesses and consumers. It fosters cooperation and knowledge sharing among its members through virtual working groups, teleconferences, and online platforms.

The culmination of the international antitrust agenda happens on ICN's Annual Conference. Every year the ICN convenes in one city, bringing together competition authorities, policymakers, academics, and industry experts from around the world to discuss projects and its implications for competition policy and enforcement. The PCC, a member since 2017, has been selected to host the ICN Annual Conference 2026.

II. Objective

As part of the preparations for the ICN Annual Conference 2026, the PCC's Communications and Knowledge Management Office or CKMO ("End user") proposes to contract the services of a reputable firm ("Service Provider") specializing in video production to produce a multimedia presentation for the ICN Annual Conference 2026 that will be held in Metro Manila, Philippines.

III. Scope of Work, Implementation Arrangements, and Payment Schedules

The Service Provider is expected to produce one (1) multimedia presentation for the ICN 2026 Annual Conference Manila.

A. Specifications

The multimedia presentation must have a minimum specification of:

- Length: 2 minutes
- Video:
  - Resolution: 1080p (1920 x 1080 pixels) Full HD
  - Frame Rate: 30 frames per second (fps)
  - Format: MP4 or MOV (H.264 or AV1 codec for compatibility)
- Audio:
  - Format: WAV or MP3 (AAC codec for compatibility)
  - Bitrate: 128 kbps
  - Sample Rate: 44.1 kHz

B. Responsibilities of the Service Provider

1. Develop and propose at least two (2) concepts for the multimedia presentation;
2. Create a detailed script and storyboard that outlines the narrative, key messages, and visuals for the video based on the End-user-approved concept;
3. Undertake shoot and ensure quality of captured video footage, audio recording, and still images as needed;
4. Edit footages for the specified output following the PCC Branding Guidelines and other End-user instructions;
5. Edit final cuts of video outputs with a minimum length of 2 minutes;
6. Apply visual effects on footages such as animated text and other necessary elements;
7. To supplement fresh footage from the shoot, use licensed or Creative Commons (with attribution as required) stock footages and audio, effects, etc. to ensure compliance with copyright requirements and prevent infringement;
8. Submit the final, approved, web and mobile optimized video file for content streaming with the minimum specifications stated in III-A; and
9. Submit all raw files and unedited footage from the production.

C. Deliverables, Timeline, and Payment Schedule

The Service Provider will be contracted for approximately eight (8) weeks, with the following details of the deliverables and timeline:

MILESTONES		% of Contract Price and Payment Schedule
DELIVERABLES	**TIMELINE**	
1. **Inception Meeting**	Within three (3) working days from the receipt of Job Order (JO)	20% within fifteen (15) working days from PCC's acceptance of the production plan.
Pre-Production		
2. **Conceptualization and Script:** Develop and submit at least two (2) creative concepts with script for the multimedia presentation	Within five (5) working days after the conduct of inception meeting or within two (2) working days from previous revision feedback.	
3. **Production preparation:** Prepare and submit production plan which includes the following: - Securing and ocular of shoot locations, asset creation, gathering, and curation (photos, audio recording, stock footages, etc.) - Incorporation of relevant footages from previous conferences (if applicable) - Final script - Shot lists and schedules - Other necessary resources for filming	Within three (3) working days after the approval of concept with script.	
Production		
4. Audio and video recording / shoot	Within three (3) working days after the approval of production plan.	40% within fifteen (15) working days from PCC's acceptance of offline edited draft in item 5.
Post-Production		
5. **Offline editing** - Clip selection, rough cuts, basic transitions	Within five (5) working days after the Production phase or within two (2) working days from previous revision feedback.	

6. **Online editing** - Color grading, visual effects, audio synchronization, sound design and mixing, etc.	Within five (5) working days from presentation of the offline video or within two (2) working days from previous revision feedback.	40% within fifteen (15) working days from PCC's acceptance of the final video.
7. **Final submission of the Multimedia Presentation**	Within three (3) working days from the submission of the approved revised videos	
TOTAL	**100%**	

All pre- and post-production deliverables allow up to two (2) revisions based on end-user feedback, excluding provider error corrections.

D. PCC's Responsibilities

The PCC CKMO, through its Capacity-Building and Advocacy Division (CBAD), shall provide:

1. Orientation on the requirements and deliverables;
2. Provide access to the PCC Branding Guidelines and any available proprietary assets;
3. Provide visual references and style guides for the video concepts, including video outputs of the previous ICN Annual Conferences;
4. Access to the shooting venue within PCC's premises;
5. Other pertinent information for videography and production as needed.

E. Intellectual Property Compliance and Contract Termination

The Service Provider shall be solely responsible for ensuring that all materials, content, and services provided do not infringe on any third-party copyrights.

In the event of any copyright infringement, the Service Provider shall bear full liability, and PCC shall be indemnified and held harmless from any claims, damages, or legal actions initiated by the copyright owner. Furthermore, if any such infringement occurs, this contract shall be deemed null and void, and PCC reserves the right to terminate it immediately without any obligation or liability.

The exercise of this right shall not preclude PCC from availing other courses of action and remedies open to it under applicable laws.

IV. Approved Budget for the Contract

The ABC is computed at **Three Hundred and Sixty Thousand Pesos (PhP360,000.00)** inclusive of all applicable government taxes and service charges for the requirements guaranteed in this TOR.

V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement-Small Value Procurement (NP-SVP) pursuant to the provisions of R.A. 9184 and its Revised IRR.

VI. Qualifications of the Service Provider

Minimum Qualifications	Bases
1. **Years of Experience and Team Composition** At least three (3) years of general experience in video production	a) Company Profile with team composition and tasking/s
2. Engagements At least three (3) engagements / projects in the last 5 years that involve video production with at least one (1) of which was an engagement with the public/government sector.	a) Company demo reel / portfolio containing engagements / projects relevant to the minimum qualifications b) At least two (2) Certificates of Satisfactory Service and/or Certificates of Completion and Acceptance or its equivalent for government and private contracts undertaken
3. Equipment and Software - At least mid-range digital SLR or mirrorless camera and appropriate audio recording equipment - Use any licensed video software in the creation and processing of outputs - Use licensed/purchased or open-sourced digital assets for the videos (e.g. stock footage and audio, music, etc.)	List of company videography, audio, lighting equipment, and software

VII. Information Security and Non-Disclosure Agreement

Intellectual Property shall include any property defined as such by Republic Act No. 8293 or the Intellectual Property Code of the Philippines.

To ensure protection of PCC information assets, the Service Provider is expected to observe and abide by the established PCC Information Security Management System (ISMS) and shall agree to sign a non-disclosure agreement.

All data, documents, records, configuration files and metadata (collectively, "Information") to be provided to the Service Provider for the purpose of delivering the Services are considered confidential information and shall remain the sole property of the PCC. The Service Provider shall acknowledge the importance of maintaining security and confidentiality of the Information and agree to prevent unauthorized transfer, disclosure, or use of this Information by any third person or entity. The Service Provider shall not use the Information for any purpose other than the Services. The Service Provider shall ensure that it will not retain, after completion of the Services with which the Information was provided, all or any portion of the Information, in any manner whatsoever.

VIII. Conflict of Interest

The Service Provider must be independent of the entities which operate in the business of the sector covered by the scope of this engagement and must have no conflict of interest. There is conflict of interest when the Service Provider has an interest in the business of the entities operating, whether directly or indirectly, in the particular sector covered by this engagement, and the interest of such Service Provider, or their rights or duties therein, may be opposed to or affected by the performance of their duty as Service Provider.

IX. Liquidated Damages

If the Service Provider fails to deliver or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages the amount equal to one-tenth of one percent (0.001) of the cost of unperformed portion for every day of delay. The liquidated damages shall be computed per payment tranche. In case the sum of total liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

X. Dispute Agreement/Resolution

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be Quezon City.

In the event of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by both Parties.

Approved by:

redacted

ARNOLD ROY D. TENORIO
Acting Director IV, PCC-CKMO redacted

Ina ntino

Date: 31 January 2025

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date