



July 29, 2024

REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the one (1) lot Consulting Services for the Live Online Broadcast Services and Video Documentation for the 8th PhilHealth STUDIES Forum with a total approved budget for the contract (ABC) in the amount of Two Hundred Fifty Thousand Pesos (P 250,000.00).**

Outputs and Deliverables:

- See attached **Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before August 05, 2024 (Monday), 10:00 AM**. Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee
Philippine Council for Health Research and Development
PCHRD Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchrd.dost.gov.ph
Tel. Nos. 8837-7535
Fax No. 8837-7536 or 8837-2942

(sgd.)

MARIA VIOLETA G. INTIA
Chair, BAC





TERMS OF REFERENCE

Consultancy Services for Live Online Broadcast and Video Documentation of the 8th PhilHealth STUDIES Forum

I. General Background

The Philippine Council for Health Research and Development (DOST-PCHRD) and the Philippine Health Insurance Corporation (PhilHealth) have an ongoing partnership called the PhilHealth STUDIES (Supporting the Thrust for UHC through Data, Information, and Knowledge-Exchange Systems) which provides funding for R&D projects and other related activities that serves the PhilHealth Research Agenda. Research dissemination is one of the components of this partnership and is mainly achieved through presentation of research results in scientific events, publication of policy notes and journal articles, and development and distribution of IEC materials.

Launched in 2017, the PhilHealth STUDIES Forum was organized to provide a platform for the dissemination of the results and recommendations of research studies commissioned by PhilHealth. Since then, the Forum has been convened annually not only to communicate research results but also to advocate change, and highlight the achievements in health research.

This year, the 8th PhilHealth STUDIES Forum will banner the theme: **“Inclusive Health Care: Strengthening Health Systems through Health Financing”** which is inspired by the 2030 Agenda for Sustainable Development and the PhilHealth’s mantra: “Leave no one behind (LNOB)”. This event will highlight the need to improve universal health coverage and remove barriers to strengthening health systems.

The two-day event will be held on 29-30 October 2024 comprising presentations of the capstone projects of the LEAD participants and discussions of topics related to the transformation of health systems by investing in digital security of universal health data and strengthening linkages for the progressive health care systems with the stakeholders.

The Forum will utilize a hybrid event format so that participants from PhilHealth Regional Offices can participate through a live broadcast. A maximum of 200 participants is expected to grace the occasion onsite. The project will therefore engage the services of a professional multimedia production to provide livestream and webcasting as well as video documentation of the two-day event.

II. Description of Consulting Services

The service provider must be able to provide the following:

1. Livestream / webcasting
 - a. Secure appropriate permit and liability insurance for the works to be performed on the specific venue (as applicable);

- b. Livestream the two-day event using a licensed Business Zoom account which can accommodate up to 200 participants using the Council's social media accounts and website;
- c. Coordinate regularly with the PCHRD event organizers for overall plan and updates on the activity;
- d. Provide manpower support during the rehearsals and on-the day event live streaming and webcasting;
- e. Has the necessary equipment, software, tools, as well as Internet connection for the successful delivery of the required services;
- f. Generate and submit post-event reports such as registered participants, number of attendees and evaluation report; and,
- g. Direct and manage onsite setup and egress as well as monitor the implementation of the tasks during the event.

2. Video Documentation

- a. Secure appropriate permit and liability insurance for the works to be performed on the specific venue (as applicable);
- b. Has the necessary equipment, software, tools, and manpower for the successful video documentation of the event;
- c. Produce same-day video edit featuring the highlights and other key elements of the two-day event using original music or full copyright obtained; and,
- d. Submit raw files of videos and finish products saved in a USB flash drive.

A. Implementation of the following events/sessions:

ACTIVITIES	SCHEDULE	REQUIREMENTS
Inception meeting	September 2024	- conduct of inception meeting
Day 0: Dry Run	To be identified	- Arrange physical and technical set-up - Conduct onsite dry run - Conduct an internet connectivity test run on the venue - Coordinate with the organizer when SDE will be shown.
Day 1: Plenary Session	October 29, 2024 4:00 AM - 8:00 AM (ingress) 8:00 AM - 5:00 PM (event proper)	- Facilitate the streaming of the onsite event - Arrange physical and technical set-up - Conduct dry run - Coordinate closely with the assigned session manager of the event - Ensure video documentation of the first day of the event.
Day 2: Plenary Session	October 30, 2024 4:00 AM - 8:00 AM (ingress)	- Facilitate the streaming of the onsite event - Arrange physical and technical

	8:00 AM - 5:00 PM (event proper)	set-up - Conduct dry run - Coordinate closely with the assigned session manager of the event. - Ensure video documentation of the second day.
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III. Responsibilities and Scope of Work of the Service Provider

The Service Provider shall carry out the following responsibilities:

1. Coordinate closely with PCHRd throughout the duration of engagement;
2. Be physically present at the venue during the duration of the event;
3. Abide by all the terms and conditions stipulated in this agreement. The Service Provider shall report directly to the person in charge of the project to approve notices and deliverables based on TOR, activities, and other related tasks;
4. Seek coordination and consultation with the person in charge during planning and implementation;
5. Call for meetings with the organizers if necessary; and,
6. Be responsible for the required deliverables of the project.

IV. Data and Services Provided by DOST-PCHRd

1. Exercise supervision of the project. This includes suggestions for improvements on plans for the virtual platform;
2. Provide briefing for the two-day event;
3. Provide meals and refreshments for the service provider during the event;
4. Designate staff to liaise with the service provider;
5. Review the submitted outputs and provide technical feedback to the service provider; and,
6. Pay the service provided based on approved deliverables and schedules.

V. Outputs and Deliverables

1. Conduct of onsite dry run;
2. Conduct an internet connectivity test run on the venue;
3. Provide graphic materials of broadcast layout;
4. Virtual platform for the two-day event;
5. Technical support plan to be implemented during the entire duration of the event;
6. Enough number of personnel that will provide Technical support staff and operate the necessary equipment for the event; and,
7. Post-event reports such as registered participants, number of attendees, and evaluation report.

VI. Project Duration

October 1 to November 15, 2024

VII. Approved Budget for the Contract: The consulting services for the Project have an Approved Budget for the Contract (ABC) of Two Hundred Fifty Thousand Pesos (250,000.00), inclusive of applicable taxes, fees, and bank charges.

VIII. Mode of Payment

In consideration of the services required under this TOR, payment to the Service Provider will be released per the following schedule:

1. Fifteen Percent (15%) of the ABC upon signing the Contract of Service
2. Twenty-five Percent (25%) of the ABC upon the conduct of Inception meeting.
3. Sixty Percent (60%) of the ABC upon submission of approved deliverables.

IX. Penalties

In the event that the supplier/provider fails to deliver the services stipulated in this TOR specifically for the conduct of the dry run, a penalty of 10% of the ABC shall be strictly imposed.

X. Qualification of the Service Provider and Application Requirements

Prospective service providers should possess the following:

1. Be a firm, company, or a similar organization with at least one (1) year of operation and proven track record as service provider for live online broadcast and video documentation;
2. Qualified crew capable of handling audio-visual media production.
3. Equipment and expertise for high-quality video recording and live broadcasting.
4. Samples of recent similar undertakings, online portfolios, or links to other related works; and,
5. Provide results of at least three (3) Customer feedback from previous clients.

XI. Standard of Services

The Service Provider shall fulfill its obligations under the agreement by using its technical expertise and according to the best-accepted professional and industry standards. The Service Provider shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of DOST-PCHRD. To attain these, the Service Provider shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.

The services shall be conducted by the Service Provider following the instructions or directions made or to be made by DOST-PCHRD at any time before its completion. The Service Provider shall conduct regular consultation with DOST-PCHRD concerning the undertaking of its responsibilities under the Contract of Service.

XII. General Terms and Conditions

- a. Intellectual Property and Ownership of Project Outputs
All materials, papers, and documents developed and prepared in connection with the project shall be exclusively owned by DOST-PCHRD.
- b. Confidentiality
Except with the prior consent of DOST-PCHRD, the Service Provider or its Principals and Staff shall not at any time communicate to any persons or entity any information disclosed to them by DOST-PCHRD for this Project.


c. Third-Party Participation

Any activity in the course of the implementation of the Project assigned to or contributed by third parties including, but not limited to, the use of materials/samples, collaborative research, or use of facilities should be disclosed by the Service Provider to DOST-PCHRDR before engaging in said activity. Any agreement entered into by the Service Provider without the prior consent of DOST-PCHRDR will not be binding on the latter insofar as confidentiality, treatment, ownership, enforcement, and disposition of intellectual property rights resulting from the said activity are concerned. The DOST-PCHRDR reserves the right to withhold consent to such agreement upon the determination that it is not in the best interest of the herein Parties or gives undue advantage to said parties and for similar causes.


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