




REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Video Production and Photo and Video Documentation of the 2025 Development Policy Research Month and 11th Annual Public Policy Conference (APPC)**.
2. The Approved Budget for the Contract (ABC) is **PhP350,000.00**.
3. Interested consultants must submit the following documents using PIDS the prescribed forms:
 - a) Curriculum Vitae of the proposed Consultant(s)¹
 - b) Technical Proposal Form¹
 - c) Financial Proposal Form¹
 - d) Filled out Data Privacy Notice and Personal Data Protection Form¹
 - e) Statement of Completed contracts²
 - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts²
 - g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)¹
 - h) Income/Business Tax Returns (for ABC above PhP500,000.00)¹
 - i) PhilGEPS Registration Number (certificate or screenshot)¹
 - j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration³ (Individual).**Individual consultants must issue Official Receipt (OR) during payment.**
4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at procurement@pids.gov.ph.
5. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.
6. The deadline for submission of proposals is on **24 July 2025 (10:00 AM)** addressed to:

The BAC Chairperson for Consultancy
Services c/o The BAC Secretariat
Procurement Management Division
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City
Proposals may also be submitted through email at procurement@pids.gov.ph.
7. PIDS reserves the right to reject any or all of the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that restricts, suppresses, or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received and select the proposal it determines most advantageous to PIDS.


DR. AUBREY D. TABUGA
Chairperson
PIDS-BAC for Consultancy Services

Reference No.:2025-197

¹Applicable for individual consultants and firms

²Applicable for firms only

Note: PIDS is evaluating its consultant's performance based on the quality of services rendered, timeliness of delivery, customer/after sales service and overall quality of service.

Philippine Institute for Development Studies

TERMS OF REFERENCE

Video Production and Photo and Video Documentation of the 2025 Development Policy Research Month and 11th Annual Public Policy Conference (APPC)

I. Background and Objectives

The Philippine Institute for Development Studies (PIDS) conducts the APPC as the highlight of its Development Policy Research Month (DPRM) celebration held every September.

The APPC aims to convene experts and researchers in the social sciences to flag to policymakers the critical issues that must be addressed in the immediate term. It also serves as a platform to further bridge research and policymaking and promote evidence-based planning and policy formulation in the Philippines.

With the DPRM theme, *“Reimagining Governance in the Age of AI”*, this year’s APPC aims to address one of the most pressing and complex shifts – integrating artificial intelligence into public governance.

AI has the potential to streamline governance, improve public service delivery, and enable smarter policies. Yet, it also raises critical concerns—algorithmic bias, labor displacement, opaque decision-making, and inequality.

The APPC will center on this emerging technology revolution, with special focus on rethinking current practices and strategies in governance to harness the opportunities from more intelligent technologies, while at the same time, manage highly complicated risks and vulnerabilities brought by these advancements.

The conference will focus on three sub-themes, encompassing crucial challenges faced by many economies today, including: (1) energy issues, (2) fight against corruption, and (3) aging societies. Discussions about cross-cutting issues such as digital inclusion and equity, institutional capacity building, data governance, and public-private collaborations will also be covered in each of these sub-themes.

To better understand and advocate for this message, the APPC will be a one-day plenary event with three panel discussions. It will begin with an opening session in the morning, followed by three sub-theme sessions, and to be concluded with a closing session. A networking dinner among invited participants shall follow.

To ensure that the highlights of the event are captured and well-documented, hiring a service provider for video production is necessary to create promotional videos that summarize the theme and the importance of the conference. The photo and video documentation of the event is also crucial to capture key moments and to ensure comprehensive coverage, for reference and perusal of the Institute.

II. Production staff and crew

Composition:

- 1) Director
- 2) Videographers – at least 3

- 3) Photographers – at least 3
- 4) Production assistants/lightpersons – at least 3
- 5) Scriptwriter
- 6) Professional voice over narrator
- 7) Professional camerapersons
- 8) Video editor
- 9) Graphic artist
- 10) Sound engineer/Boom operator

III. Service/Output

1) Production Deliverables:

a. **Three (3) Promotional Videos:**

- 2025 DPRM activities: Produce a three- to five-minute video introducing the DPRM, showcasing the PIDS activities for 2025, and providing details on how to participate in the celebration;
- DPRM theme: Produce a five- to ten-minute video highlighting the DPRM theme with a one- to two-minute video cut teaser of the full video for social media posting;
- Institutional Video: Produce a 1-2 minute institutional video featuring man-on-the-street interviews, highlighting the importance of research in relation with the mandate of PIDS;

b. **Photo and Video Documentation:** Provide photo and video documentation for the DPRM press conference (September 1) and APPC (September 18); and

c. **Same-Day Edit Video:** Deliver a three- to five-minute same-day edit video featuring the highlights of the APPC.

2) Footage and Photography:

- a. Capture all necessary footage for the promotional materials; and
- b. Take high-quality photos during all video shoots and event proceedings.

3) Equipment Provision:

- a. Provide all required video, sound, and lighting equipment for the shoots and event coverage

4) Conceptualization and Production:

- a. Manage the entire process of conceptualization, scriptwriting, development, editing, and production of all deliverables; and
- b. Coordinate closely with the PIDS-Research Information Department (RID) throughout the project to ensure alignment with project goals and standards.

5) Submission of Raw Materials:

- a. Provide all raw footage of videos and photos in an editable format; and
- b. Submit all materials in a hard drive to the RID at the project's conclusion.

IV. Allotted budget: PHP 350,000

V. Specific Scope of Work and Obligations

a. Production team

In close coordination with PIDS, the team shall be responsible for the following:

1. Develop a comprehensive script and storyboard for the promotional videos and logo animations to ensure a clear and cohesive narrative;
2. Mobilize a dedicated team, including a writer, camerapersons, photographers, and editor, to film and direct on-site for interviews, footages, and event documentation;
 - Ensure all video and photos are captured in at least full HD resolution.
3. Conduct thorough photo documentation and video recording using professional equipment such as digital HD cameras and a digital editing workstation that includes audio editing and graphics capabilities;
 - Adhere to proper decorum by wearing presentable long-sleeved attire during on-site photo/video documentation, especially during the APPC.
4. Utilize advanced editing software, such as Adobe After Effects CS5 or other updated and appropriate graphics software, for high-quality production;
5. Present the edited package of video recordings to PIDS-RID for review and feedback, prior to the submission of the final outputs;
6. Produce all necessary materials and components, including concept art and design, animation, sound editing, voice over, and motion graphics, based on the approved script and any materials supplied by PIDS;
7. Edit, package, and deliver the final videos and photos in an editable format, ready for use in other applications and purposes; and
8. Ensure full adherence to copyright laws in the use of footage, images, photos, music, and other content. Assume sole responsibility and accountability in any event of a breach of copyright.

b. Philippine Institute for Development Studies

1. Supply the production team with the detailed background information about the intended use of the videos;
2. Highlight key messages that must be conveyed in the video and provide guidelines for its production;
3. Thoroughly review the outputs of the production team;
4. Provide constructive feedback and recommend necessary revisions to ensure the final products meet quality and content standards;
5. Approve all final outputs from the production team, ensuring they align with the project's goals and specifications;
6. Provide all necessary logistical information and support required for the documentation of the APPC;
7. Compensate the production team according to the agreed-upon amount, recognizing their professional services and efforts.

VI. Qualification requirements

The production team must have the following qualifications or its equivalent to undertake the responsibilities mentioned above:

- Minimum of two (2) years of experience in operating video cameras and editing equipment, photo and video documentation for events; or any equivalent combination of experience and/or education that provides equivalent knowledge, skills, and abilities;
- In-depth understanding of photography, video production, and broadcasting, including relevant rules and regulations;
- Familiarity with field production techniques and standards;
- Proficiency in visualizing and effectively shooting concepts;

- With a team composed of individuals holding bachelor's degrees in Radio/TV, Film, Fine Arts, or a related fields;
- Demonstrated ability to provide audio-visual equipment and technical support for moderate to large-scale conference presentations and seminars;
- Experienced in lighting, video, and audio recording, and in creating broadcast-quality information products;
- Advanced photography skills, with at least one (1) year of experience in photo documentation for events.

Previous samples of event coverage outputs, completed AVPs, certificates, and related documents shall be asked to demonstrate knowledge and experience.

The production team will be rated using the criteria below. The rating sheet is provided in Annex 1.

Criteria	Percentage
Years of experience in operating video cameras and editing equipment, photo and video documentation for events	25%
A team composed of individuals holding bachelor's degrees in Radio/TV, Film, Fine Arts, or a related field	20%
Sample works demonstrating experience in providing audio-visual equipment and technical support for moderate to large-scale conference presentations and/or seminars (<i>e.g., same-day edit videos, corporate videos, thematic videos for events, event photo coverage, event video coverage</i>)	25%
Creativity and appeal of provided outputs/sample work	20%
Experience working with PIDS	10%
TOTAL:	100%

VII. Duration of Work & Payment Schedule

The project will be undertaken from July to October 2025. The AVP producer is expected to communicate regularly with the assigned project coordinator of the Institute during the whole duration of the project. Both parties will communicate through email, phone, and meetings (virtual and/or face-to-face) during the duration of the project.

This project shall follow the proposed work plan and payment schedule below. Any changes in the schedule shall be agreed upon by both parties.

A. Timetable

Activities	July	August				September				October	
		Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2
Preliminary coordination and preparatory meetings											
Formal meeting between parties to discuss the objective of the project, expectations of both parties, scope of work and outputs, deadlines, etc.		Aug 4									
Presentation of initial two-column scripts for the three promotional videos			Aug 11 (AM)								
Editing/review by PIDS of draft two-column scripts			Aug 11 (PM)								
Submission of revised two-column draft script			Aug 13								
Video shoot on the President's message and other B-rolls			Aug 14								
Submission of first drafts of AVPs				Aug 19							
Feedback of PIDS				Aug 21							
Submission of second draft of AVP					Aug 26						
Last minute revisions/final edits					Aug 28						

Activities	July				August				September				October	
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2
Submission of staff and equipment list for DPRM press conference coverage/ documentation				Aug 28										
DPRM press conference photo and video coverage									Sep 1					
Briefing for APPC coverage/ documentation										Sep 10				
APPC coverage/ documentation											Sep 18			
Onsite submission of same-day edit (SDE) video of APPC highlights											Sep 18			
Submission of the edited photos of APPC highlights in online drive for website and social media posting												Sep 23		
Submission of all video and photo files (including raw and edited files) in HD														Oct 9

B. Terms of Payment

Activity/ Deliverable	Payment
Submission of proposed storyboard after the conduct of the video and photo shoot	20%
Submission of initial output	50%
Submission of final output and complete set of files	30%
TOTAL	100%

Submitted by:

REDACTED

ALYSSA MARIE A. BRIONES-MENDOZA
Division Chief II
Public Affairs Division

Reviewed by:

Quinones Melinda

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01:29

MELINDA T. QUÑONES
Department Manager III
Research Information Department

CONFORME:

Name of contractor and signature