

REQUEST FOR PROPOSAL

DSWD RFP No. 21-GOP-SVP-CF-007-A

HIRING OF SERVICE PROVIDER/ CONSULTING FIRM FOR THE DEVELOPMENT AND PRODUCTION OF DIGITIZED AUDIO-VISUAL ANIMATION FOR PROMOTION OF COMPLETED SOCIAL TECHNOLOGIES

(PR No. 01-20001-PR-2021-02-00195 & 01-20001-PR-2021-03-00048)

1. The **Government of the Philippines (GOP)**, through the **Department of Social Welfare and Development (DSWD) – Social Technology Bureau (STB)** intends to apply the amount of **Php570,000.00** chargeable against **Continuing CY 2020 Funds** and **Php400,000.00** chargeable against **CY 2021 Funds** with the total of **Nine Hundred Seventy Thousand Pesos (Php970,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring of Service Provider for the Development and Production of Digitized Audio-Visual Animation for Promotion of completed Social Technologies”** (DSWD RFP No. 21-GOP-SVP-CF-007-A).
2. The purpose of hiring a service provider/ service provider is to develop promotional collaterals, and/ or information materials to be used in STB’s Website and the conduct of webinars, orientation, and technical assistance activities.
3. **Scope of work are as follows:**

The service provider/ consulting firm is expected to produce five **(5) animated videos (2D)** that are **maximum of three (3) minutes each** of the selected completed social technologies.

The service provider shall provide the DSWD with services relative to the development and production of the animated videos. Specifically, the service provider shall:

1. Identify a representative, who shall coordinate with the STB staff and shall be responsible for ensuring that all deliverables are met on time.
2. Meet with representatives of the STB TWG and Social Marketing Service (SMS) to understand the narrative of the concepts and get accurate data to be used for the animations.
3. Develop detailed storyboard concept(s) to present to the STB TWG and Social Marketing Service (SMS) for approval.
4. Provide and manage all necessary tools and software for the development and production of video animations.
5. Record voice-over narration (Filipino) and background music for the video animations.
6. Include verbal scripts/subtitles (English) to complement the animated videos.
7. Prepare draft video animations to submit to STB and SMS for deliberation and approval.
8. Submit all the raw copies (editable files) of the animations and edited videos without subtitles.

9. Finalize the videos according to feedback provided by the STB TWG and SMS.
10. Deliver the final master of the video animations in high resolution. Each video related to the topics/ concepts identified.

The Social Technology Bureau (STB) and the Social Marketing Service (SMS) will provide background texts and outline ideas for each animation video to allow the video developers to elaborate on the scripts. The videos should be delivered in a digital format that can be used on YouTube, and other digital media tools (open files) as well as in TV broadcast quality. All information pertaining to this project (documents, audio, videos, digital files, etc.) belonging to the client, which the service provider may come into contact within the performance of their duties under this consultancy, shall remain the property of STB/ DSWD, who shall have exclusive rights/ ownership, including all use and distribution rights connected to them. Except for this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of DSWD-SMS or DSWD-STB.

Key Outputs

The service provider will produce animated videos on the five (5) Social Technologies namely 1. Yakap Bayan Program, 2. WiSUPPORT, 3. Strategic Help Desk for Information, Education, Livelihood, and other Developmental Interventions (SHIELD), 4. Comprehensive Program for Street Children, Street Families, and IPs especially Sama-Bajau, and 5. Buklod Paglaom para sa CICL. The service provider will come up with a storyboard and script based on information materials, e.g. data, briefers, infographics, etc. that will be provided by STB's Promotion, and Institutionalization Division (PaID), and the Technical Working Group (TWG) on the Social Technology Digitization Initiatives. The service provider will handle the production and post-production of the animated videos including the hiring of voice talents, editing, AV dubbing, musical scoring, subtitles, among others.

4. In consideration with the services required, payment shall be made in accordance to the following schedule:

Activities	Time Frame	Deliverables	Payment Terms
PRE-PRODUCTION			
<ul style="list-style-type: none"> Meeting with STB and SMS 	5 working days after receipt of the Notice to Proceed		N/A
<ul style="list-style-type: none"> Brainstorming of the concept and approach to the AVP 	5 working days after the meeting with the end-user	Concept	N/A

<ul style="list-style-type: none"> • Scriptwriting Conduct voice over recording of approved talents 	5 working days after the approval of the concept	Draft of Scripts	N/A
<ul style="list-style-type: none"> • Presentation of the revised scripts incorporating the inputs of the end-user • Presentation of the final list of voice talents and actors 	5 working days after the approval of the initial draft of scripts	The final draft of scripts	7% of the total contract price (1 st Tranche)
PRODUCTION Animation	65 working days after the approval of the final draft of scripts	Initial AVP	N/A
<ul style="list-style-type: none"> • Presentation of the first draft of the AVP 	5 working days after the production week	Offline edited AVP	13% of the total contract price (2 nd Tranche)
<ul style="list-style-type: none"> • Presentation of the second draft of the AVP 	5 working days after the presentation of offline edited AVP	Online edited AVP	28% of the total contract price (3 rd Tranche)
<ul style="list-style-type: none"> • Presentation of the final materials 	5 working days after the presentation of the offline and online edited AVP	Final edited AVP	51% of the total contract price (Final Tranche)

The Department shall pay to the Service Provider the Total Contract Price (TCP) inclusive of all applicable taxes.

5. This project shall be procured using Section 53.9 (Negotiated Procurement-Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 or the Government Procurement Reform Act and pursuant to the following criteria and qualification:

The criteria for selection and rating are as follows:

Qualification	Percentage
A. Firm	80%
Experience (20%) The Service Provider/Consulting Firm must have been in existence for at least three (3) years	

<p>with proven experience and track record in producing AVPs.</p> <ul style="list-style-type: none"> a. At least 3 years' experience b. 4-5 years' experience c. 6 or more years' experience 	<p>-10% -13% -15% Plus 5% (Experience working with social welfare agencies and social issues)</p>
<p>Competent and Experienced Production Staff (40%)</p> <p>The Service Provider's production team (including but not limited to the Director, Animation Director or Creative Director, Scriptwriter, Character Designer/ Developer, Storyboard Artists and Assistants, Modeler/ Model Maker, Riggers, Animator, Texture Artists, Digital Painters, Lighting Technical Directors, Inbetweeners, Compositor, Voice Over Artist, Sound Designer, Studio Manager, Runner) must submit detailed resumes that will show their appropriate education, trainings, and experience in the development and production of Animated AVPs. The Service Provider must also submit a list of equipment to be used for the project.</p> <ul style="list-style-type: none"> a. Complete and detailed resumes of 3 members or below b. Complete and detailed resumes of at least 5 or below but not less than 3 members of the production team c. Complete and detailed resumes of at least 7 members of the production team d. Complete and detailed resumes of at least 10 members of the production team <p>*Please provide complete list of equipment to be used;</p>	<p>- 10% - 20% - 30% - 40%</p>
<p>Samples of Work (20%)</p> <p>The Service Provider must be able to provide an updated creative portfolio to include at least two (2) work samples. Submit concept notes, equipment to be used</p>	

for the development of the AVPs, and number of people involved, including their task. a. At least 2 samples b. 3 to 5 samples c. 6 or more samples	- 15% - 17% - 20%
B. Project Manager	20%
The Project Manager must have an experience not less than three (3) years. (provide contact details; at least three 3 references) a. At least 3 years' experience b. 4-5 years' experience c. 6 or more years' experience	- 15% - 17% - 20%
TOTAL	100%

Please note that the **passing score should be 50%** which is the total sum of the minimum score of each criteria.

Technical Specifications

- **Five (5) 2D animated videos** with a maximum of three (3) minutes each
- **Shooting/Animation Format:** Digital HD
- **Editing Format:** Digital non-linear
- **Audio Format:** Digital non-linear with complete musical scoring
- **Versions (Language):** Filipino/Tagalog and English
- **Voice talent:** Care of service provider
- **Release Format:** All materials, including raw footage, voice-over, and final cut will be submitted in two (2) - one (1) TB external hard drive
- **Delivery Site:** DSWD Central Office (Procurement Service Warehouse)

6. Reporting Requirements

The service provider shall closely coordinate with the Social Marketing Focal Person of the Social Technology Bureau (STB) and Social Marketing Service (SMS) focal person, as deemed necessary.

All materials ready for production shall be approved by the STB Head of Office

7. The DSWD now invites interested Service Providers/Consulting Firms to submit the following:

- i) Company Profile together with their SEC Registration Certificate, Mayors/ Business Permit;

- ii) Income/ Business Tax Return;
- iii) Comprehensive Curriculum Vitae (CVs) of the Project Manager and Team Members;
- iv) Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
- v) Technical Proposal (outline and methodology for undertaking the video animation, as well as, the detailed work plan showing the assignment's important activities and milestones;
- vi) Financial Proposal Form (Annex A) with detailed quotation for the production of the video showing all necessary cost;
- vii) Notarized Omnibus Sworn Statement (Annex B);
- viii) Updated Creative Portfolio;
- ix) At least two (2) work samples;
- x) List of previous experience or engagements (with contact details) for at least 3 years;
- xi) Concept Notes to include Treatment Plan;
- xii) List of equipment to be used for the development of the AVPs; and
- xiii) Number of People involved including their task.

The required documents shall be submitted at the address below or through email at **quotations@dswd.gov.ph** not later than **10:00 a.m. of 09 August 2021.**

8. **The contract duration is Five (5) Months from receipt of Notice to Proceed (NTP).**
9. The Service Provider/Consulting Firm shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements.

THE CHAIRPERSON

Bids and Awards Committee
 c/o BAC Secretariat
 2nd Floor Mahusay Building,
 DSWD Central Office,
 IBP Road, Constitution Hills, Quezon City
 Telefax No.: (02) 8951-7116
 Trunkline No.: (02) 8931-8101 Voip 10190

Very truly yours,

(Original Signed)
RENE GLEN O. PAJE
 Undersecretary and
 Chairperson, Bids and Awards Committee

Financial Proposal

RFP No.: 21-GOP-SVP-CF-007-A

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
Hiring of Service Provider for the Development and Production of Digitized Audio-Visual Animation for Promotion of completed Social Technologies	1 Lot	

Name of Consulting Firm: _____

Signature of Authorized Representative: _____

Name of Authorized Representative: _____

Legal Capacity: _____

Date: _____

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 2021 at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

TERMS OF REFERENCE
HIRING OF SERVICE PROVIDER FOR THE DEVELOPMENT AND PRODUCTION OF
DIGITIZED AUDIO-VISUAL ANIMATION FOR PROMOTION OF
COMPLETED SOCIAL TECHNOLOGIES

I. Background:

The Social Technology Bureau (STB), leads in the development of innovative Social Welfare and Development (SWD) models of interventions to improve social conditions and social functioning of the poor and marginalized sectors.

In the issuance of *JMC 2019-001 Implementing Rules and Regulations of RA 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act*, the STB supports the Department of Social Welfare and Development's (DSWD) goal to automate business-related transactions by developing or utilizing necessary software, technology-neutral platforms, and secure web-based infrastructures that are accessible to the public. In addition, the bureau also recognizes the need to update the existing mechanisms that will help streamline and improve the agency's critical services and digitization initiatives.

In light of the "new normal" work resulting from the COVID-19 pandemic, the STB, being the lead innovator, monitor, and provider of technical assistance in the development of social technologies, aims to continuously deliver uninterrupted support to our partners while adapting to the current protective measures. This depicts a dilemma in the social technology process, particularly in the conduct of promotion and institutionalization activities and in the provision of hands-on technical assistance on ongoing projects that the bureau is pilot testing or along the program development process. As a response, the STB pursues its plans to develop an online platform for knowledge sharing, training, and learning development interventions. This is also in support of the *DSWD AO 2020-03 or the DSWD Covid-19 Response and Recovery Plan 2020-2022* aimed at maximizing technology-based solutions for the delivery of DSWD programs and services in consideration of the current pandemic context.

To ensure that the online platform will be able to provide continued promotion/marketing activities despite the current restrictions, the STB's Promotion and Institutionalization Division (PaID) hopes to develop automated animated AVPS as Social Behavior Communication Change (SBCC) materials and collaterals which will be used for the online promotion of completed technologies, through the STB website.

II. Objectives

To develop promotional collaterals, and/ or information materials to be used in STB's Website and the conduct of webinars, orientation, and technical assistance activities. Specifically, the outputs aim to deliver the following objectives:

1. To develop promotional materials for ongoing and completed social technologies by December 2021;
2. To provide a creative, sharp, and strong message on the relevance of the Social Technology Bureau's completed social technologies in response to various social issues,

III. Key Outputs

The service provider will produce animated videos on the five (5) Social Technologies namely 1. Yakap Bayan Program, 2. WiSUPPORT, 3. Strategic Help Desk for Information, Education, Livelihood, and other Developmental Interventions (SHIELD), 4. Comprehensive Program for Street Children, Street Families, and IPs especially Sama-Bajau, and 5. Buklod Paglaom para sa CICL. The service provider will come up with a storyboard and script based on information materials, e.g. data, briefers, infographics, etc. that will be provided by STB's Promotion, and Institutionalization Division (PaID), and the Technical Working Group (TWG) on the Social Technology Digitization Initiatives. The service provider will handle the production and post-production of the animated videos including the hiring of voice talents, editing, AV dubbing, musical scoring, subtitles, among others.

These animated videos will be the promotional/marketing tools that will be used in the STB microsite and the conduct of orientations, advocacy, and networking activities of the bureau. The target end-users are as follows:

- Field Offices
- Local Government Units
- Civil Society Organizations
- and other stakeholders

IV. Scope of Work and Deliverables of the Service Provider

The service provider is expected to produce five (5) **animated videos (2D)** that are **maximum of three (3) minutes each** of the selected completed social technologies.

The service provider shall provide the DSWD with services relative to the development and production of the animated videos. Specifically, the service provider shall:

1. Identify a representative, who shall coordinate with the STB staff and shall be responsible for ensuring that all deliverables are met on time.
2. Meet with representatives of the STB TWG and Social Marketing Service (SMS) to understand the narrative of the concepts and get accurate data to be used for the animations.
3. Develop detailed storyboard concept(s) to present to the STB TWG and Social Marketing Service (SMS) for approval.
4. Provide and manage all necessary tools and software for the development and production of video animations.
5. Record voice-over narration (Filipino) and background music for the video animations.
6. Include verbal scripts/subtitles (English) to complement the animated videos.
7. Prepare draft video animations to submit to STB and SMS for deliberation and approval.
8. Submit all the raw copies (editable files) of the animations and edited videos without subtitles.
9. Finalize the videos according to feedback provided by the STB TWG and SMS.
10. Deliver the final master of the video animations in high resolution. Each video related to the topics/ concepts identified.

The Social Technology Bureau (STB) and the Social Marketing Service (SMS) will provide background texts and outline ideas for each animation video to allow the video developers to elaborate on the scripts. The videos should be delivered in a digital format that can be used on

YouTube, and other digital media tools (open files) as well as in TV broadcast quality. all information pertaining to this project (documents, audio, videos, digital files, etc.) belonging to the client, which the service provider may come into contact within the performance of their duties under this consultancy, shall remain the property of STB/ DSWD, who shall have exclusive rights/ ownership, including all use and distribution rights connected to them. Except for this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of DSWD-STB.

V. Qualifications of the Service Provider

The service provider engaged to undertake the assignment must fulfill the following requirements:

1. Have at least two (2) examples of past video animation productions they have directly designed and produced. Service providers must submit sample work, which will be used as the basis of evaluation.
2. Project manager or head of production must have an experience not less than three (3) years.
3. Ability to produce high-quality video animation on tight deadlines.
4. Excellent planning and organizational skills
5. Experience in working with welfare agencies and social issues is a plus.

The service provider must submit the following requirements:

1. Technical proposal: Outline and methodology for undertaking the video animation, as well as, the detailed work plan showing the assignment's important activities and milestones.
2. Financial proposal: Including a detailed quotation for the production of the video animation ii) showing all necessary costs.
3. Submit concept notes to include treatment plan, equipment to be used for the development of the AVPs, and number of people involved, including their task.
4. Contact details of three past performance references.
5. Updated creative portfolio (animated video productions) including relevant creative development work and qualifications.

VI. Criteria for Selection and Rating:

The criteria for selection and rating are as follows, please note that the passing score should be 50% which is the total sum of the minimum score of each criteria.

Qualification	Percentage
A. Firm	80%
Experience (20%) The Service Provider must have been in existence for at least three (3) years	

<p>with proven experience and track record in producing AVPs.</p> <ul style="list-style-type: none"> a. At least 3 years' experience b. 4-5 years' experience c. 6 or more years' experience 	<ul style="list-style-type: none"> - 10% - 13% - 15% - Plus 5% (Experience working with social welfare agencies and social issues)
<p>Competent and Experienced Production Staff (40%)</p> <p>The Service Provider's production team (including but not limited to the Director, Animation Director or Creative Director, Scriptwriter, Character Designer/ Developer, Storyboard Artists and Assistants, Modeler/ Model Maker, Riggers, Animator, Texture Artists, Digital Painters, Lighting Technical Directors, Inbetweener, Compositor, Voice Over Artist, Sound Designer, Studio Manager, Runner) must submit detailed resumes that will show their appropriate education, trainings, and experience in the development and production of Animated AVPs. The Service Provider must also submit a list of equipment to be used for the project.</p> <ul style="list-style-type: none"> a. Complete and detailed resumes of 3 members or below b. Complete and detailed resumes of at least 5 or below but not less than 3 members of the production team c. Complete and detailed resumes of at least 7 members of the production team d. Complete and detailed resumes of at least 10 members of the production team <p>Please provide complete list of equipment to be used;</p>	<ul style="list-style-type: none"> - 10% - 20% - 30% - 40%

<p>Samples of Work (20%)</p> <p>The Service Provider must be able to provide an updated creative portfolio to include at least two (2) work samples. Submit concept notes, equipment to be used for the development of the animated AVPs, and number of people involved, including their task.</p> <ul style="list-style-type: none"> a. At least 2 samples b. 3 to 5 samples c. 6 or more samples 	<ul style="list-style-type: none"> - 15% - 17% - 20%
<p>B. Project Manager</p>	<p>20%</p>
<p>The Project Manager must have an experience not less than three (3) years. (provide contact details; at least three 3 references)</p> <ul style="list-style-type: none"> a. At least 3 years' experience b. 4-5 years' experience c. 6 or more years' experience 	<ul style="list-style-type: none"> - 15% - 17% - 20%
<p>TOTAL</p>	<p>100%</p>

VII. ACTIVITIES, DELIVERABLES AND PROFESSIONAL FEE

The service provider shall be paid the sum of **Nine Hundred Seventy Thousand Pesos (Php 970,000.00)** subject to tax deduction chargeable against STB Funds. This shall cover all production and production-related expenses. This shall be released in tranches, based on the delivery of scheduled outputs and upon approval and/or acceptance by the Client, as follows:

Deliverables/ Outputs	Review and Approvals Required
1. Develop a script based on extensive inputs and direction from STB and SMS	STB Focal Persons
2. Create the storyboard	STB Focal Persons
3. Develop the animation	Consultations with STB
4. Create a voice over	STB Focal Persons
5. Post-editing	STB reviews & approves
6. English/Tagalog version ready for dissemination	STB Focal Persons

Activities	Time Frame	Deliverables	Responsible Person	Level of Approval	Amount (in Pesos)	Source of Fund
PRE-PRODUCTION <ul style="list-style-type: none"> Meeting with STB and SMS 	5 working days after receipt of the Notice to Proceed		STB Focal Persons		N/A	
<ul style="list-style-type: none"> Brainstorming of the concept and approach to the AV/P 	5 working days after the meeting with the end-user	Concept	Service Provider		N/A	
<ul style="list-style-type: none"> Scriptwriting Conduct voice over recording of approved talents 	5 working days after the approval of the concept	Draft of Scripts	Service Provider	STB Focal Persons	N/A	
<ul style="list-style-type: none"> Presentation of the revised scripts incorporating the inputs of the end-user Presentation of the final list of voice 	5 working days after the approval of the initial draft of scripts	The final draft of scripts	Service Provider	STB Focal Persons	75,000.00	Continuing Funds

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talents and actors						
PRODUCTION Animation	65 working days after the approval of the final draft of scripts	Initial AVP	Service Provider	STB Focal Persons	N/A	
• Presentation of the first draft of the AVP	5 working days after the production week	Offline edited AVP	Service Provider	STB Focal Persons	125,000.00	Continuing Funds
• Presentation of the second draft of the AVP	5 working days after the presentation of offline edited AVP	Online edited AVP	Service Provider	STB Focal Persons	270,000.00	Current Funds
• Presentation of the final materials	5 working days after the presentation of the offline and online edited AVP	Final edited AVP	Service Provider	STB Director	500,000.00	Current Funds
Total:					970,000.00	

The timelines may be amended based on any agreement between the service provider and the STB.

VIII. Technical Specifications

The specifications of the video animations are the following:

- **Five (5) 2D animated videos** with a maximum of three (3) minutes each
- **Shooting/Animation Format:** Digital HD
- **Editing Format:** Digital non-linear
- **Audio Format:** Digital non-linear with complete musical scoring
- **Versions (Language):** Filipino/Tagalog and English
- **Voice talent:** Care of service provider
- **Release Format:** All materials, including raw footage, voice-over, and final cut will be submitted in two (2) - one (1) TB external hard
- **Delivery Site:** DSWD Central Office (Procurement Service Warehouse)

IX. Contract Duration

The duration of the contract will last for five (5) months and starts once notice to proceed is received by the service provider.

X. Reporting Requirements

The service provider shall closely coordinate with the Social Marketing Focal Person of the Social Technology Bureau (STB) and Social Marketing Service (SMS) focal person, as deemed necessary.

All materials ready for production shall be approved by the STB Head of Office.