



Funding the Republic

Republic of the Philippines  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila



**TERMS OF REFERENCE (TOR)**

**PROCUREMENT OF SERVICES FOR THE BTR EMPLOYEES' IDENTIFICATION (ID) CARD PHOTOSHOOT AND PHOTO EDITING**

**A. BACKGROUND**

To update the employees' identification (ID) cards, the Bureau of the Treasury ("the Procuring Entity") is contracting a service provider for the photoshoot and photo editing for the BTr Central Office and National Capital Region (NCR) employees, and photo editing only for the other Regional Offices' employees.

**B. SCOPE OF WORK**

	<b>ACTIVITIES</b>
<b>PRODUCTION STAGE</b>	<ul style="list-style-type: none"> <li>• Provide photoshoot services (2-3 photos each employee; each employee to pick their chosen photo afterward), including photo direction; and</li> <li>• Provide photo editing services to enhance the raw photos of the employees.</li> </ul>
<b>TURNOVER</b>	<ul style="list-style-type: none"> <li>• Turn over the following to the Operations Planning Division, Research Service and/or Human Resource Management Division, Administrative Service:               <ol style="list-style-type: none"> <li>1. All raw photos of all the employees for the identification card</li> <li>2. All edited photos must have a copy with no background</li> </ol> </li> </ul>

**C. REQUIREMENTS AND SUPPLIER QUALIFICATIONS**

- The company shall have the proven capability and track record in photoshoot, photo editing, advertising business, and other similar work experience for the last three (3) years;
- Should have previously worked on similar projects with government, civil society, business sector, and other relevant fields;
- It must have a Project Team composed of 5-7 members to perform the following functions:
  - **Creative Directors** – to provide creative direction during photoshoot.
  - **Photographer** – to take newly-shot photos for BTr Central Office and NCR Office employees using a professional digital SLR camera.
  - **Photo Editor** – to enhance the quality of photos of all the BTr employees – both Central Office and all Regional Offices.
  - A **dedicated account executive** specifically assigned for the project.

ISO 9001:2015 Quality Management System  
Certificate No. SCP000233Q



- d. Should be registered with the Philippine Government Electronic Procurement System (PhilGEPS); and
- e. The company should also bring all the needed equipment necessary for the photoshoot (e.g. lights, reflector, camera).

**D. DETAILED SPECIFICATIONS**

**a. Photos of employees**

- Photography : Half-body photoshoot with white background for approximately 357 BTr employees including the Job Order personnel in the Central Office and NCR; Digital (at least 24 megapixel with computerized enhancement)
- Pre-Press : Photo enhancements with transparent background for the photos of all employees including the Job Order personnel, approximately 752 in total (Central Office and all Regional Offices)
- Format : RAW and Portable Network Graphics (PNG) (*all photos should be in HD*)

**E. APPROVED BUDGET FOR THE CONTRACT (ABC), TERMS OF PAYMENT AND PROJECT TIMELINE**

The total fee for the photoshoot and photo editing services shall be **ONE HUNDRED AND THIRTY THOUSAND PESOS (P130,000.00)** inclusive of tax. This individual consultancy / contract of service will be output-based, and payments shall be made after the delivery and acceptance of the **final outputs** to the BTr as indicated in the timeline below:

ITEM / DELIVERABLES	SCHEDULE	REQUIREMENTS
Project kick-off meeting	One (1) working day to be scheduled after the awarding of bidder	
Photoshoot for approximately 357 BTr CO and NCR employees	Five (5) to six (6) working days based on the schedule to be provided by the BTr	Photoshoot services with soft proofs, including photo direction and pre-production
All raw photos of the BTr employees; All edited photos with a copy with no background	Ten (10) working days after the scheduled photoshoot of BTr CO and NCR employees; and an additional twenty (20) working days for the other Regional Offices employees	All raw and edited photos of the BTr employees in PNG (all photos should be in HD)

The BTr shall reserve the right not to accept the photos if these do not conform to the approved layout, version and specifications. *(The said specifications will be revealed during the project's kick-off meeting)*

## **F. OBLIGATIONS OF THE SERVICE PROVIDER**

It is expressly understood and agreed upon that all personnel of the SERVICE PROVIDER assigned to the Bureau of the Treasury (BTr) shall in no case be considered as employees of the BTr and the SERVICE PROVIDER shall be solely responsible for, and hold the BTr free and harmless against, any claim for wages, death, personal injury, or damage arising from and in the course of the performance of their duties and responsibilities.

SERVICE PROVIDER acknowledges that materials, such as but not limited to photos, music and videos given or provided by the BTr, or access to which is given to the SERVICE PROVIDER shall be deemed property of the BTr. All materials and work products arising from or in connection with this Agreement shall belong to the BTr, which may not be used by the SERVICE PROVIDER for any purpose, other than in connection with this Agreement and for the BTr, without the prior written consent of the client.

The SERVICE PROVIDER warrants that all materials used and prepared by it are original works or duly licensed for use by the SERVICE PROVIDER. The SERVICE PROVIDER shall hold the BTr free and harmless and indemnify the BTr from any claim for damages arising from any claim of infringement of copyright or other intellectual property rights by the other parties.