

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Regional Office III  
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2022-08-552  
PR No. 2022-08-809  
Mode of Procurement: NP-SVP

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*Email Address: \_\_\_\_\_  
\*PhilGeps Reg. No.: \_\_\_\_\_

**\*REQUIRED.** To avoid bid disqualification,  
please fill out all the items accordingly.  
Indicate "N/A" if not applicable. Thank you!

\*Title of the Project: Procurement of Service Provider of Video Production to Promote Positive Impacts and Accomplishment of the Program to Solicit Positive Support; Strengthen Knowledge and Understanding of the Beneficiaries and Partner Stakeholders on the Different Program Processes; and Facilitate Empowerment to the Beneficiaries through Providing Information for the Improvement of their well-being.

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with **descriptive brochures, catalogues, literatures and/or samples**, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

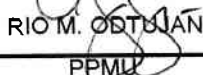
Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to [quotation.fo3@dswd.gov.ph](mailto:quotation.fo3@dswd.gov.ph) not later than **3:00PM September 7 2022**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number] [Deadline of Submission]**. Bids submitted must be in **pdf format ONLY** clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,

  
JENNIFER CAMPANG - MORALES  
Procurement Section Chief

**Terms and Conditions:**

- Award shall be made on per:  Item Basis  Lot Basis
- No negative feedback/record of End User to Service Provider within Three (3) Months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: See Attached Terms of Reference
- Place of Delivery: DSWD FOIII, DMGC Brgy., Maimpis City of San Fernando Pampanga
- Terms of Payment: Within Thirty (30) Calendar Days  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
\*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country or origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: \_\_\_\_\_
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.

  
RIO M. ODTUJAN  
PPMU

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 2022-08-552  
Date:

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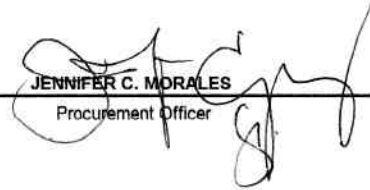
\*Company Name: \_\_\_\_\_  
 \*Company Address: \_\_\_\_\_  
 \*Contact Person: \_\_\_\_\_  
 \*Contact No.: \_\_\_\_\_  
 \*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
1	3	videos	<b>4Ps FULL-LENGTH VIDEO PRODUCTION</b> Specifications: 3-5 minutes The service provider should observe the following: Will present storyline and write script based anchored on the program At least 2 pre-production meeting Accept maximum of 3 revisions Have the necessary equipment for video recording such as but not limited to (Video Cameras, DSLRs, Action Cameras, Drone, etc.). Have the necessary voice recording equipment such as but not limited to (mics, lapels, boom mics, and soundproof room/studio). Have the necessary video editing equipment such as but not limited to (laptop, desktop) Should attend at least three meetings prior to the shooting date for the presentation of script/storyboard and planning of schedule. Transportation and refreshment cost of production staff, and talent fees of actors, if any, shall be inclusive in the package. The intellectual rights shall remain to the producers of the video, while the ownership and right to publish/air/showcase of all raw materials and final output shall be with the DSWD; All raw materials, together with the final output shall be given to DSWD; The final output shall not contain the service provider's company name, logo, media platforms and contact details.  <i>Date of Production: November 2022</i>  <i>NOTE: See attached TERMS OF REFERENCE</i>			
			* NOTHING FOLLOWS *			
			Approved Budget for the Contract: PhP 486,199.98			

**PURPOSE:** Procurement of Service Provider of Video Production to Promote Positive Impacts and Accomplishment of the Program to Solicit Positive Support; Strengthen Knowledge and Understanding of the Beneficiaries and Partner Stakeholders on the Different Program Processes; and Facilitate Empowerment to the Beneficiaries through Providing Information for the Improvement of their well-being.

**PR No.** 2022-07-809

**IMPORTANT:** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. **FAILURE** to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check your bid (i.e. technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very much!

  
**JENNIFER C. MORALES**  
 Procurement Officer

\_\_\_\_\_  
 Supplier