

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III

Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATIONRFQ No. 2023-05-004
PR No. 2023-04-046
Mode of Proc: 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 for the production of 4Ps Advertising Materials (Audio Visual Presentation).**

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, Income/Business Tax Return and Omnibus Sworn Statement (for ABC above 50K)**. The **Certificate of PhilGEPS 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 either in person or electronically under the following conditions:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsit Select the Menu – " BID SUBMISSION "
IN PERSON SUBMISSION	Procurement Section, 2/f, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	10:00AM May 8, 2023

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in **pdf format** ONLY **clearly scanned** in a **SINGLE FILE** including all supporting documents.

Very truly yours,


JENNIFER CAMPANG-MORALES
Procurement Section Chief

Terms and Conditions:

1. Award shall be made on per: ☐ Item Basis ☒ Lot Basis
 2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
 3. Quotation validity shall be: Thirty (30) Calendar Day
 4. Good/s/Activity shall be delivered within: Thirty (30) Calendar Days
 5. Place of Delivery: DSWD FO III, Maimpis, CSFP
 6. 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.

7. 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.
8. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable): _____
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. 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 and register for free.


KEILYN JOY B. CALMA

PRMU

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No. 2023-05-004
Date: _____

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
			4PS AUDIO VISUAL PRESENTATION			
			· One (1) Video Presentation			
			· 3-5 minutes			
			· The service provider should observe the following: At least 2 pre-production meeting Accept a 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 including but not limited to (mics, lapels, boom mics, and a soundproof room/studio).			
			· Have the necessary video editing equipment including but not limited to (a laptop, or 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 costs 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 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.			
			NOTE: Please see attached Terms of Reference (TOR) for the full details.			
			* NOTHING FOLLOWS *			
			Approved Budget for the Contract: PhP 175,000.00			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

In WORDS: _____ _____ _____	In FIGURES: PHP _____
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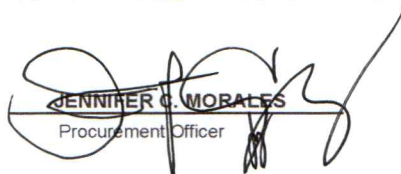
PURPOSE: Procurement of Service for the production of 4Ps Advertising Materials (Audio Visual Presentation).

PR No. 2023-04-046

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. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"


JENNIFER C. MORALES
Procurement Officer

Supplier

TERMS OF REFERENCE

PURPOSE: AUDIO VISUAL PRESENTATION THAT WILL HELP ON AMPLIFYING THE ADVOCACY CAMPAIGNS OF PANTAWID PAMILYANG PILIPINO PROGRAM.

ABC: Php 175,000.00

- 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 a 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 including but not limited to (mics, lapels, boom mics, and a soundproof room/studio).
- Have the necessary video editing equipment including but not limited to (a laptop, or 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 costs 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 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.