

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

REQUEST FOR QUOTATION

RFQ No.	RFQ-2025-03-0112
PR No.	2025-02-147
Mode of Procurement	NP-53.9 Small Value Procurement

*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 FOR THE PRODUCTION OF AUDIO-VISUAL PRESENTATION OF DSWD FO 3 PROGRAMS, SERVICES, AND CRCFs FOR CY 2025**

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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

NP-Small Value Procurement

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) or Philgeps Platinum Certificate;
- Valid Mayor's Permit;
For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with the current and updated Annex 'A' may be submitted in lieu of the said documents.
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative;
- Latest Income/Business Tax Return (for ABCs 500k and above);
- Unnotarized Omnibus Sworn Statement (for ABCs above 50k);

If awarded, kindly submit the notarized Omnibus Sworn Statement within 1 day upon receipt of the Notice of Award.

Additional Requirements

- If applicable, evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:
 - ✓ Manufacturer's sales literature or brochures;
 - ✓ Clear photos showing the brand, model, and specifications;
 - ✓ Website links with readable brand and detailed specifications;

- ✓ Unconditional statements of specification and compliance issued by the manufacturer; and/or
 - ✓ Samples or independent test data, as appropriate
- For Advocacy Materials, bidders must submit **EVIDENCE** such as but not limited to the following, in order to support its quotation:
 - a. Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
 - b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
 - c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

If such evidence has not yet been submitted, you are hereby granted one (1) calendar day from the date of receipt of the BAC's notice to submit the required documentation via email to quotation.fo3@dswd.gov.ph. Please note that failure to comply with this requirement within the prescribed period will result in the disqualification of your bid.

- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award.
- If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Pursuant to Item III of Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, Documentary Requirements for Alternative Methods of Procurement, *Procuring Entities maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer required its re-submission.*

Service providers who have already uploaded their current and updated Legal and Technical Eligibility documents to the procurement portal via <https://tinyurl.com/fo3bacsite> (**Service Providers' Registration Page**) are encouraged to ensure the continued validity and accuracy of their submissions. As long as the uploaded documents remain valid and updated, there will be no need for resubmission for every procurement project you wish to participate in, ensuring a seamless and convenient process.

For service providers who have not yet uploaded their eligibility documents, you are hereby encouraged to upload your current and valid eligibility requirements through the same portal for your convenience in future procurement projects.

Failure to attach the required documents will result in the DISQUALIFICATION of your bid.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

SERVICE PROVIDERS' REGISTRATION	https://tinyurl.com/fo3bacsite Select the Menu – “ SERVICE PROVIDER REGISTRATION FORM ”
ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite in case of difficulty accessing the above link, you may access the alternate link: https://bit.ly/fo3bacsite Select the Menu – “ BID SUBMISSION ”
IN PERSON SUBMISSION	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,


ADRIAN D. 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: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: Please see attached Terms of Reference
5. Place of Delivery/Activity: DSWD FIELD OFFICE III, DMGC, MAIMPIS, CITY OF SAN FERNANDO, PAMPANGA and Extension Office
6. Terms of Payment: within Thirty (30) Calendar upon completion of project
 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 to be shouldered by the Service Provider.
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.


BIANCA C. SOLITA

PRMU Head

 (Signature over Printed Name)
 Supplier

/Jal

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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 to register."

RFQ NO. 2025-03-112
Date: _____

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*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
	3	videos	AUDIO-VISUAL PRESENTATION			
			I. SCOPE OF WORK			
			The service provider shall be responsible for the following:			
			1. Pre production Phase			
			> Attendance in at least three (3) pre-production meetings with the end-user.			
			> Meetings shall be conducted based on a formal written notice issued by DSWD.			
			> Coordination with DSWD on the script, concept, and timeline of production.			
			2. Production Phase			
			> Provision of necessary video recording equipment, including but not limited to:			
			* Video cameras			
			* DSLRs			
			* Action cameras			
			* Drone if necessary for aerial shots			
			> Provision of necessary video recording equipment, including but not limited to:			
			* Microphones			
			* Lapels			
			* Boom mics			
			> Access to soundproof room/studio for high-quality voice recording			
			> Recording of high-definition (HD) quality video footage as per the approved script.			
			> Conducting interviews and voice-overs as required			
			3. Post-Production Phase			
			> Video editing using industry-standard software.			
			> Provision of necessary video recording equipment, including but not limited to:			
			* Laptop and Desktop with high-performance specification for video rendering.			
			> Inclusion of appropriate background music, voice-overs, subtitles, and animations.			
			> Delivery of the raw materials and final edited videos to DSWD.			
			II. DELIVERABLES			
			> Three (3) fully edited AVPs with a minimum duration of 5 to 10 minutes each.			
			> Submission of all raw materials, including raw footage, voice recordings, and other project assets to DSWD.			
			> The final output shall not contain the service provider's company name, logo, media platforms, and contact details.			
			III. OWNERSHIP AND INTELLECTUAL PROPERTY RIGHTS			
			> The intellectual rights of the AVPs shall remain with the producers of the video.			
			> The ownership and the right to publish, air, or showcase all raw materials and final output shall belong to DSWD			
			> The service provider shall not use or distribute any part of the produced content for their own marketing, portfolio, or any other purposes.			
			IV. PROJECT TIMELINE			
			> The project must be completed within thirty (30) calendar days from the date of the final layout of approval of the final output			
			> The end-user shall issue a formal letter informing the service provider that the final layout is accepted, which shall mark the start of the 30 calendar day completion period.			
			V. BUDGET AND PAYMENT TERMS			
			The total contract price shall be inclusive of all expenses, including but not limited to:			
			> Production and post-production costs			
			> Transportation and logistical expenses			
			VI. OTHER TERMS AND CONDITIONS			
			> The service provider shall ensure compliance with all instructions and specifications provided by DSWD.			
			> Failure to meet the agreed timeline will result in the composition of liquidated damages pursuant to the Section 69 of the 2016 Revised - Rules and Regulations of Republic Act No. 9184			
			> The service provider must ensure confidentiality and non-disclosure of any project-related materials unless otherwise authorized by DSWD.			
			VII. ACCEPTANCE AND APPROVAL			
			> The final AVPs shall be subject to review and approval by DSWD.			
			> The service provider must accommodate reasonable revisions and modifications as required by DSWD to ensure alignment with project objectives.			
			Approved Budget for the Contract: PHP 753,500.01			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

In WORDS:

In FIGURES:

PHP _____

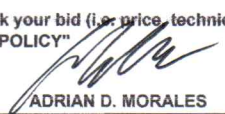
PURPOSE: PROCUREMENT OF SERVICE PROVIDER FOR THE PRODUCTION OF AUDIO-VISUAL PRESENTATION OF DSWD FO 3 PROGRAMS, SERVICES, AND CRCFs FOR CY 2025

PR No. : 2025-02-147

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"


ADRIAN D. MORALES

PROCUREMENT SECTION CHIEF

SUPPLIER

TERMS OF REFERENCE

I. SCOPE OF WORK

The service provider shall be responsible for the following:

1. Pre-production Phase

- ✧ Attendance in at least three (3) pre-production meetings with the end-user.
- ✧ Meetings shall be conducted based on a formal written notice issued by DSWD.
- ✧ Coordination with DSWD on the script, concept, and timeline of production.

2. Production Phase

- Provision of necessary video recording equipment, including but not limited to:
 - ✧ Video cameras
 - ✧ DSLRs
 - ✧ Action cameras
 - ✧ Drone (if necessary for aerial shots)
- Provision of necessary video recording equipment, including but not limited to:
 - ✧ Microphones
 - ✧ Lapels
 - ✧ Boom mics
 - ✧ Access to a soundproof room/studio for high-quality voice recording
- Recording of high-definition (HD) quality video footage as per the approved script.
- Conducting interviews and voice-overs as required.

3. Post-Production Phase

- Video editing using industry-standard software.
- Provision of necessary video editing equipment, including but not limited to:
 - ✧ Laptop and Desktop with high-performance specification for video rendering.
- Inclusion of appropriate background music, voice-overs, subtitles, and animations.
- Delivery of the raw materials and final edited videos to DSWD.

II. DELIVERABLES

1. Three (3) fully edited AVPs with a minimum duration of 5 to 10 minutes each.
2. Submission of all raw materials, including raw footage, voice recordings, and other project assets, to DSWD.
3. The final output shall not contain the service provider's company name, logo, media platforms, and contact details.

III. OWNERSHIP AND INTELLECTUAL PROPERTY RIGHTS

- The intellectual rights of the AVPs shall remain with the producers of the video.

- The ownership and the right to publish, air, or showcase all raw materials and final output shall belong to DSWD.
- The service provider shall not use or distribute any part of the produced content for their own marketing, portfolio, or any other purposes.

IV. PROJECT TIMELINE

- The project must be completed within **thirty (30) calendar days** from the date of approval of the final layout video.
- The end-user shall issue a formal letter informing the service provider that the final layout is accepted, which shall mark the start of the 30-calendar-day completion period.

V. BUDGET AND PAYMENT TERMS

- The total contract price shall be inclusive of all expenses, including but not limited to:
 - ✧ Production and post-production costs
 - ✧ Transportation and logistical expenses

VI. OTHER TERMS AND CONDITIONS

- The service provider shall ensure compliance with all instructions and specifications provided by DSWD.
- Failure to meet the agreed timeline will result in the imposition of liquidated damages pursuant to the Section 69 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184
- The service provider must ensure confidentiality and non-disclosure of any project-related materials unless otherwise authorized by DSWD.

VII. ACCEPTANCE AND APPROVAL

- The final AVPs shall be subject to review and approval by DSWD.
- The service provider must accommodate reasonable revisions and modifications as required by DSWD to ensure alignment with project objectives.

VIII. TERMINATION OF CONTRACT

- The contract may be subject to Termination for Convenience if it is not fully consumed by the End-User by **November 30, 2025**. The End-User may opt to partially terminate the project if certain components are no longer needed or for any other valid reason.

Prepared by:

MARK ANGELO C. BASILIO
Administrative Assistant II

Noted by:

ALEXINE BIANCA RDS. CASTAÑEDA

Regional Information Officer