



MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

Name of Procuring Entity:	DILG	RFQ No. :	2019-751
Office/End User:	PUBLIC AFFAIRS AND COMMUNICATION SERVICE (PACS)	Date:	November 21, 2019
Company Name			
Address			
PhilGEPS Registration No.			

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed.

TERMS AND CONDITIONS:

- | | |
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| 1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.
4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. | 7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages prejudice to other courses of action and reaches ten (10) percent of the amount of the contract, without remedies open to it. |
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APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 800,000.00

[Signature]
ELNORA A. VELASCO
Chief, General Services Division

Item No.	ITEM DESCRIPTION	QTY	UNIT	ABC PER ITEM	PRICE PER UNIT
1	Provision of Audio Visual Presentation (AVP) on Building Sustainable Peace Through EO 70 5-7 minute FHD AVP Creative Presentation Conceptualization Scripting Project Management Supply of Professional Team Supply of Equipment and Materials for the shooting and production Photo Shoot Voice Over Sound Design Video Coverage Motion and Graphic Design Playable in all types of media 3 preview prior to final post 5 copies of AVP in portable hard drive (please see Terms of Reference on page 2)	1	lot	300,000.00	
2	Provision of Audio Visual Presentation (AVP) on EO No 70 Humanizing Jails and Professionalizing the Jail Management Bureaucracy 5-7 minute FHD AVP Creative Presentation Conceptualization Scripting Project Management Supply of Professional Team Supply of Equipment and Materials for the shooting and production Photo Shoot Voice Over Sound Design Video Coverage Motion and Graphic Design	1	lot	250,000.00	

-page 1 of 6-

Warranty	Price Validity
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	Playable in all types of media 3 preview prior to final post 5 copies of AVP in portable hard drive (please see Terms of Reference on page 2)				
3	Provision of Audio Visual Presentation (AVP) on Trained to Care Ensuring Public Safety Through EO 70 5-7 minute FHD AVP Creative Presentation Conceptualization Scripting Project Management Supply of Professional Team Supply of Equipment and Materials for the shooting and production Photo Shoot Voice Over Sound Design Video Coverage Motion and Graphic Design Playable in all types of media 3 preview prior to final post 5 copies of AVP in portable hard drive (please see Terms of Reference on page 2)	1	lot	250,000.00	
TERMS OF REFERENCE					
I. Scope of Services Under the supervision of the Office of Public Affairs and Communication Service, the service provider shall • Collaborate with PACS for the pre-production activities including briefing and setting of objectives and goals for the outputs, which will enable the service provider to understand the information to be conveyed to the people and agree with the PMP on the deadlines					

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	<ul style="list-style-type: none">Develop a script for audio visual materials to be approved by the end userPropose three (3) narrator s for selection by the end user prior to voicing scriptsProduce animations/motion graphic videos in accordance with the approved script and lay the recorded narration over the audio visual presentationGenerate sound effects to the animationProvide all necessary music and sounds for the motion graphic videos <p>II. Output/Deliverables 5-7 minute Audio-Visual Presentation for ELCAC</p> <p>III. Technical Specifications The video shall be submitted in FHD Video format or any appropriate format that may be used including television, web and mobile with excellent quality</p> <ul style="list-style-type: none">Audio Format: Digital non-linear, StereoAspect Ratio: 16:9 optimizable for 4:3 screen formatFinal Graphics Video (1920 x 1080 format)Playable in all types of media <p>IV. Packaging Final output, project files, and edit masters shall be packaged for submission in a portable hard drive Five (5) DVD copies of the final output shall be required for submission.</p> <p>The files shall also be sent electronically though Google Drive</p> <p>V. Timetable To be accomplished until December 20, 2019 in the following phases:</p>				

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	Activity	In-Charge				
	Initial meeting	PACS and service provider				
	Presentation and submission of pre production materials	End user				
	Production of 1st draft	Service provider				
	Presentation of 1st draft	Service provider				
	Presentation of review and comments on the 1st draft	End user				
	Editing	Service provider				
	Presentation of 2nd draft	Service provider				
	Review and provision of comments on the 2nd draft	End user				
	Editing	Service provider				
	Presentation of 3rd draft	Service provider				
	Review and provision of comments on the 3rd draft	End user				
	Approval of Final Draft	End user				
	Finalization	Service provider				
	Delivery of Final Output	Service provider				
VI. Date of Delivery Final and approved AVP shall be delivered on December 20, 2019.						
VII. Security Declaration The service provider shall be responsible for preserving the security and confidentiality of all classified matter, which may be imparted or entrusted to them as a result of this endeavor. The Service provider shall secure any and all permits necessary for the production of all the materials.						
VIII. Declaration of Ownership All submitted outputs/recordings, documents, raw production materials under the TOR, including but not limited to, electronic files, digital information, videos, photographs, printed materials produced by the service provider in connection with the performance of the services shall						

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	<p>become a property of end user upon completion of work and full payment of the contract. The service provider, shall not, in any way, use copies of the final and raw materials for any other purposes to Field Offices, other National Government Agencies, and organizations, Local Government Units, the press and other partners.</p> <p>Ideas and concepts shall be developed by Service Provider and shall be approved by the end user. The materials shall be based from any other materials done before by any individual, company or organization.</p> <p>Any use by a third party of the said materials/studies without prior consent of the DILG, and the end user shall be prohibited.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>REF: PR No. 2019-768, 2019-769, 2019-770 dated November 4, 2019 PUR: To incorporate EO 70 in Jail Management : Increase awareness, knowledge and understanding of the audiences in ELCAC : Increase support and enlist active participation of target audiences on ELCAC</p> <p>Note: I. In order to be eligible for this procurement, suppliers/service providers MUST SUBMIT TOGETHER with the quotation/proposal the following eligibility requirements.</p> <p>1. Valid Business Permit for 2019 2. PhilGEPS Registration No. (Please indicate on the space provided above) 3. Annual Income Tax Return for FY 2018 4. Accomplished and Notarized Omnibus Sworn Statement 5. Others: a. Any documents to prove that the signatory of the quotation is authorized b. Photocopy of ID bearing the pictures/ signature of the representatives.</p>				

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