

**REQUEST FOR QUOTATION (RFQ)**

PR/PP

No.: 2022-09-014 (2023 NEP)

End-user: SMU-PPPP

Name of Project:

AVP PRODUCTION FOR PANTAWID PAMILYANG PILIPINO  
PROGRAM

RFQ No.: 2023-03-286

Date: MAR 24 2023

ABC: ₱120,000.00

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before

MAR 28 2023, 12:00 NN.

  
ENRIQUE H. GASCON JR.  
BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity may **give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days** from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - a. **Updated Mayor's / Business Permit**
  - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for**
    - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
    - o **Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications and the terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement**.
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

Republic of the Philippines  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Cordillera Administrative Region  
 40 North Drive, Baguio City

**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	<b>AVP PRODUCTION FOR PANTAWID PAMILYANG PILIPINO PROGRAM</b>				
	<b>AVP PRODUCTION</b> Four (4) minuter video (4Ps beneficiaries' success stories & process and ground for 4Ps delisting: Pre-Post Production)  Please see attached Terms of Reference	2	production		
<b>TOTAL PRICE</b>					
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>	
		<b>Can Comply</b>	<b>Cannot Comply</b>		
	The place of delivery/service of the goods is within CAR.	[ ]	[ ]		
	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]		
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>					

• Award shall be made per:                      Item Basis                      x Lot Basis

*Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.*

Sir:                      After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

*Signature of supplier/representative over printed name:* \_\_\_\_\_

*Name of Firm/Dealer/Contractor:* \_\_\_\_\_

*Address:* \_\_\_\_\_

**Name and Signature of Canvasser**

*Email Address:* \_\_\_\_\_

*Contact Number/s:* \_\_\_\_\_

*PhilGEPS Registration Number:* \_\_\_\_\_







**TERMS OF REFERENCE**  
**Hiring of Service Provider for the Production of AVP / Infomercial of 4Ps**

**RATIONALE:**

As the program continues to adapt with the "new normal," the Social Marketing Unit as the communication arm of the program finds new strategies to conduct different advocacy and social marketing activities.

For this year, the social marketing and advocacy activities focus on the production of Information Education, and Communication (IEC) materials, and radio & TV programs to provide the partner stakeholders and the public with timely and relevant program information updates. Under the IEC Materials Production is the Packaging of AVPs and or video infomercial to highlight the 4Ps processes and gains of the program from the point of view of the 4Ps beneficiaries.

These activities are anchored on the regional program's thrusts and priorities, which is to develop a more comprehensive and responsive communication plan to reach beneficiaries at the barangay level by engaging partners from the local government units and to strengthen media relations efforts.

**OBJECTIVES:**

**General:**

To highlight the 4Ps implementation process and mechanisms and capture the experiences of household beneficiaries on how the program helped them improved their level of well-being.

**Specific:**

Specifically, the AVP materials aim to:

- Present the brief details about the 4Ps processes
- Highlight the changes gained from the program in the perspective of the household beneficiaries;
- Showcase the life lessons gained from the program; and
- Generate support from various stakeholders for the continuous smooth program implementation.

**SCOPE OF WORK AND DELIVERABLES OF THE SERVICE PROVIDER:**

The service provider shall provide the DSWD with services relative to the development and production of AVPs. Specifically, the service provider shall:

- Attend meetings with the DSWD representatives and provide the following key personnel: project manager, director, writer, editor, and full video production crew;
- Prepare the concept, script, and storyboard of the videos in consultation with the DSWD representatives;
- Have complete HD based shooting equipment; Conduct talent castings as needed; all talents should be approved by the SMU. Shoot footage anywhere within Baguio City/ Benguet and Ifugao;

- Purchase appropriate licenses and royalties for creative works necessary for the production of the video, in favor of the DSWD;
- Develop and produce (2) two documentary videos, minimum of four (4) minutes, with graphics, animation, and subtitles, among others; all under the supervision of SMU;
- Edit video footage and graphics in the video using Adobe Premiere Pro, Final Cut, After effects or any advanced multimedia editing software;
- Musical score using digital CD based Network Library or equivalent;
- Submit copies of all raw footages used for the production of the composite videos in two to the SMU;
- Submit high definition release materials of the final output in USB Flash /External drive; and
- The rights of photos and video footages shall be used by DSWD.

**SPECIAL PROVISIONS:**

- The DSWD CAR has the right and privileges to use the photos and videos for official activities.

**QUALIFICATIONS OF SERVICE PROVIDER:**

Criteria	Percentage
<p><b>Experience (25%)</b> - At least three years' experience and proven track record on the development and production of AVPs. The Service Provider must have been in existence for at least three (3) years with proven experience and track record in producing AVPs and must have engagements with government agency/ies within the past three (3) years.</p>	<ul style="list-style-type: none"> <li>- Three (3) years and above = 30%</li> <li>- Two (2) to Three (3) years= 25%</li> <li>- One (1) year - Two (2) years = 20%</li> <li>- &lt; One (1) year = 0</li> </ul>
<p><b>Must have competent and experienced production staff (15%)</b> – The Service Provider's production team must submit detailed resumes that will show their appropriate education, trainings, and experience in the development and production of AVPs. The Service Provider must also submit a list of equipment to be used for the project.</p>	<ul style="list-style-type: none"> <li>- Complete and detailed resumes of all the members of the production team with at least one (1) member with three (3) years' experience in the production of AVP; complete list of equipment to be used; = 15%</li> <li>- Complete and detailed resumes of the production team; with at least two (1) member with two (2) years' experience in the production of AVP; complete list of equipment to be used; = 10%</li> <li>- Complete and detailed resumes of the production team; with at least one (1) member with one (1) year experience in the production of AVP; complete list of equipment to be used = 5%</li> </ul>



Criteria	Percentage
Must provide a well-defined concept note that clearly explains the treatment of the video including but not limited to, flow of graphics, animation, and musical (30%).	<ul style="list-style-type: none"> <li>- Three (3) concept notes that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 30%</li> <li>- Two (2) concept notes that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 25%</li> <li>- One (1) concept note that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. =20%</li> </ul>
Must be able to provide at least three related samples of work. (15%)	<ul style="list-style-type: none"> <li>- &gt; Three (3) related samples of work = 15%</li> <li>- Two (2) related samples of work = 10%</li> <li>- One (1) related samples of work = 5%</li> </ul>
Must be able to speak and understand at least two of the major local languages of the Cordillera (Iloko, Kankana-ey, Ibaloi, Kalanguya, and other dialects)-(15%)	<ul style="list-style-type: none"> <li>- Majority of the production staff can speak and understand more than two local languages (15%)</li> <li>- Some of the production only understands the local languages (7%)</li> <li>- No production staff can understand any of the local languages (0)</li> </ul>
<b>TOTAL</b>	<b>100%</b>

Passing Rate is 80%

#### KEY DELIVERABLES AND PAYMENT SCHEDULE:

DELIVERABLES FOR THE PRODUCTION OF AVP	TIMELINE
• Pre-production meeting with SMU	Three (3) days after receipt of Notice to Proceed
• Submission of concepts	Five (5) days after pre-production meeting
• Submission of scripts and storyboards	Ten (10) days after approval of proposed concept
• Submission of proposed Voice Over Talents	One (1) day after approval of script and storyboard
• Production Conference	Five (5) days after approval of script and storyboard
• Production	Five (5) days after Production Conference
• Submission of offline edited video for comments	Five (5) days after last day of shooting
• Submission of 1 <sup>st</sup> draft online edited video for comments	Five (5) days after receipt of comments on the offline edited material
• Submission of 2 <sup>nd</sup> draft online edited video based on comments	Five (5) days after receipt of comments on the 1 <sup>st</sup> draft online edited material
• Submission of 3 <sup>rd</sup> draft of online edited video based on comments	Five (5) days after receipt of comments on the 2 <sup>nd</sup> draft edited material

DELIVERABLES FOR THE PRODUCTION OF AVP	TIMELINE
<ul style="list-style-type: none"> <li>Submission of color graded final material for approval</li> </ul>	Five (5) days after approval of 3 <sup>rd</sup> draft online edited video
<ul style="list-style-type: none"> <li>Submission of copies of all raw footage and high definition release materials of the final output in USB flash/External drive to SMU.</li> </ul>	Five (5) days after approval of color graded final material

The cost is **One Hundred Twenty Thousand Pesos (P120,000.00)** inclusive of tax chargeable against **4Ps Advocacy Funds**. This shall be released in tranches, based on the delivery of scheduled outputs and upon approval and/or acceptance by the Client, as follows:

Tranche	Output/ Deliverables	%	Amount in Pesos
1st	Submission of the 1st approved final material for posting (1 video)	50%	60,000.00
2nd	Submission of the 2 <sup>nd</sup> approved final material for posting (2 <sup>nd</sup> video)	50%	60,000.00
	<b>TOTAL</b>	<b>100%</b>	<b>120,000.00</b>

#### SPECIFICATIONS:

No. of videos and its total running time	Two (2) documentary videos; minimum of 4 minutes each.
Shooting format	Digital HD
Versions (Language)	Filipino and/or English
Length of shoot	3 to 5 working days (for each production)
Location	Baguio/Benguet and Ifugao
Editing format	Digital non-linear
Audio format	Digital non-linear with complete musical scoring
Release format	All materials, including raw footage will be submitted in USB to the SMU.
Delivery Site	DSWD Field Office CAR

#### BUDGETARY REQUIREMENTS:

The cost of production (Approved Budget for the Contract), amounting to **One Hundred Twenty Thousand Pesos (P120,000.00)** shall be charged against **4Ps Advocacy Funds**, inclusive of applicable taxes. This shall cover the **production expenses** which include **food, accommodation, equipment rental, among others** for the whole production team during the entire production. Meanwhile, the transportation expenses of the production team will be provided by the DSWD.

#### REPORTING REQUIREMENTS:

The service provider shall assign a focal person/Project Manager who will be in direct coordination with the SMU in all matters pertaining to the production of the video. The SMU



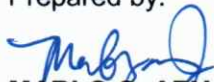
will have designated representatives respectively, who shall act as coordinator with the service provider.

The SMU and the Regional Director shall approve all materials produced.

**PROJECT DURATION:**

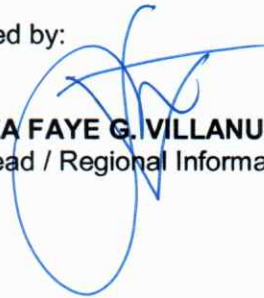
Both video documentation will be produced within the second semester of 2023.

Prepared by:



**MARLO C. ABYADO JR.**  
Information Officer II

Reviewed by:



**NERIZZA FAYE G. VILLANUEVA-TRINIDAD**  
SMU Head / Regional Information Officer

Approved by:



**LEO L. QUINTILLA**  
Regional Director

*Conforme:*

\_\_\_\_\_  
Signature Over Printed Name

Date: \_\_\_\_\_