

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-02-108

End-user: KALAHI-CIDSS

Name of Project:

RFQ No.: 2024-02-248

Date: MAR 15 2024


ABC: ₱250,000.00

AVP PRODUCTION RE: KALAHI-CIDSS Program Advocacy Activities for 2024

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 on or before **MAR 20 2024 12:00NN.**


RINA CLAIRE L. REYES
BAC Chairperson

TERMS AND CONDITIONS:

- Quotations in excess of the ABC will be **REJECTED**.
- For unit price/s, quotations with a **dash or zero shall be deemed free of charge**.
- All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
- The Procuring Entity **may give due preference to goods being offered with green component**.
- If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
- Delivery of Goods / Services is **as indicated** in the next page.
- 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**.
- The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - Updated Mayor's / Business Permit**
 - PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
- 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.
- Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
- 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.
- 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.
- Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address** or upon notification of the winning bidder that the approved Purchase Order is available for confirmation. **Failure to submit the confirmed PO within the 3-day period shall cause the automatic cancellation of the PO.**
- 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.**
- 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.
- 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.

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

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	AVP PRODUCTION RE: KALAHI-CIDSS Program Advocacy Activities for 2024				
	TENTATIVE DATE: April- September 2024				
1	AVP Production PLEASE SEE ATTACHED TERMS OF REFERENCE	1	set		
				TOTAL	
	OTHER REQUIREMENTS	COMPLIANCE			REMARKS
		Can Comply	Cannot Comply		
	The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control (i.e. force majeure, fortuitous events, etc).	[]	[]		
	Service Provider must have an Active Landbank Account for payment purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]		
	The place and delivery of the goods/services is within CAR .	[]	[]		
PAYMENT SHALL BE MADE EVERY AFTER CONDUCT OF ACTIVITY AND THRU LANDBANK OF THE PHILIPPINES					

• Award shall be made per: Lot basis Total Quoted Price

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.

Name of Firm/Dealer/Contractor: _____

Office Address: _____

Owner's/Proprietor/President's Name and Signature: _____

Contact Number/s: _____

Email Address: _____

For Authorized Representative, kindly indicate the following:

Name and Signature: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Canvasser



DRN: CAR-FO-SMU-SS-TOR-24-02-05488-C

TERMS OF REFERENCE

Hiring of Service Provider for the Production of KALAH! CIDSS Documentary AVPs

RATIONALE:

The Kapit-bisig Laban sa Kahirapan – Comprehensive and Integrated Delivery of Social Services National Community-Driven Development Program (KALAH!-CIDSS NCDDP) Regional Program Management Office of Field Office Cordillera Administrative Region aims to sustain the interest and commitment of the community volunteers and local government units to Community Driven Development (CDD) and KALAH!-CIDSS principles. One way to achieve this is through the distribution of advocacy materials and production of several Information Education, and Communication (IEC) materials. It will follow the marketing and advertising strategy that banks on stories and powerful photos or videos to market or advocate project or program in accordance to the directives of the National Program and Management Office.

The production of audio-visual presentation aims to boost the interest and mobilize partners and implementers to become active advocates of the institutionalization of the CDD. The AVP is also aimed at documenting the good practices and success of groups and organizations in CDD that will be used as reference materials for LGUs and other organizations to guide them in the position of CDD in the implementation. Since the location shoot of the AVPs are in different municipalities covered by the program, there is a need to include budget for transportation cost.

It is anticipated that the aforesaid activities will contribute to the advocacy and support of the KALAH! CIDSS Program, the Institutionalization of CDD Bill, and the DSWD as a whole, thus, this proposal is hereby recommended for approval with all budgetary and administrative requirements.

OBJECTIVES:

General:

To capture the experience and/or good practices of CDD implementers and Regional BAYANI Ka! Awardees into a documentary video for the general public to increase awareness and support to the CDD Institutionalization.

Specific:

Specifically, the AVP materials aim to:

- Capture and document community experience as evidence to successful program implementation;
- Advocate for support with various stakeholders in the passage of the CDD Bill; and

- Mobilize partners and implementers to become active advocates of community-driven development (CDD).

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:

- Preferably, Service Provider must be based in Cordillera Administrative Region;
- Attend meetings with the DSWD Field Office CAR representatives;
- 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/ End-User;
- Have complete HD based shooting equipment;
- Shoot Video footages in anywhere in CAR;
- Purchase appropriate licenses and royalties for creative works necessary for the production of the video, in favor of the DSWD;
- Develop and produce 24 documentary videos, minimum of three (3) minutes under the supervision of SMU;
- Edit video footage and graphics in the video using Adobe Premiere Pro, Final Cut, After effects or equivalent;
- Musical score using digital CD based Network Library or equivalent;
- Submit copies of all raw footage 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 drive.

QUALIFICATIONS OF SERVICE PROVIDER:

Criteria	Percentage
<p>Experience (30%) - 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 years with proven experience and track record in producing AVPs and must have engagements with government agencies within the past three years.</p>	<ul style="list-style-type: none"> • Three (3) years and above = 30% • Two (2) to Three (3) years= 25% • One (1) year - Two (2) years = 20% • Less Than One (1) year = 10%



<p>Must have competent and experienced Production Staff (15%) – 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"> • Complete and detailed resumes of all the members of the production team with at least one (1) member with three (3) or more years’ experience in the production of AVP; complete list of equipment to be used; = 15% • 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% • 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%
<p>Must provide a well-defined concept notes that clearly explains the treatment of the video including but not limited to, flow of graphics, animation, and musical (35%).</p>	<ul style="list-style-type: none"> • Three (3) concept notes that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 35% • Two (2) concept notes that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. = 30% • One (1) concept note that include treatment of the video, including but not limited to, flow of script, graphics, animation, musical scoring. =25%
<p>Must be able to provide at least five related samples of work. (20%)</p>	<ul style="list-style-type: none"> • Five (5) related samples of work = 20% • Two (2) related samples of work = 10% • One (1) related samples of work = 5%
<p>TOTAL</p>	<p>100%</p>


Passing Rate is 80%

KEY DELIVERABLES:

DELIVERABLES FOR THE PRODUCTION OF AVPs	TIMELINE
• Pre-Production meeting with SMU	Three (3) days after receipt of Notice to Proceed and Signed Purchase Order
• Production Conference (Face to Face/ VTC) <i>→ script</i>	Five (5) days before the actual video shoot/production
• Production	Five (5) days after the Production Conference
• Submission of 1 st draft online edited video for comments	Five to Seven days after the video shoot/production
• Submission of 2 nd draft online edited video based on comments	Three (3) days after receipt of comments on the 1 st draft online edited material
• Submission of 3 rd draft of online edited video based on comments	Three (3) days after receipt of comments on the 2 nd draft edited material
• Submission of copies of all raw footage and high definition release materials of the final output in USB flash drive to SMU.	Five (5) days after approval of all videos by the SMU and the Regional Director.

SPECIFICATIONS

No. of videos and its total running time	24 documentary videos; minimum of 3 minutes each with English Subtitles
Shooting format	Digital HD
Versions (Language)	Filipino, Ilocano, Kankana-ey, Ibaloi and/or English
Length of Shoot	7-10 working days
Location	Anywhere in Cordillera Administrative Region
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 Social Marketing Unit
Delivery Site	DSWD Field Office CAR 40 North Drive, Baguio City, Philippines



BUDGETARY REQUIREMENTS:

The cost of production amounting to Two Hundred Fifty Thousand Pesos (PHP 250,000.00) shall be charged against **KALAHI CIDSS-NCDDP Advocacy Funds**. This shall cover all production expenses (*food, transportation, accommodation, talent fees, equipment*) for the whole production team during the production.

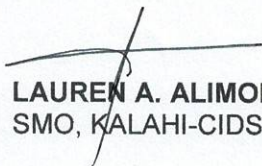
REPORTING REQUIREMENTS:

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: The video production will be for the year 2024.

Prepared by:

Reviewed by:



LAUREN A. ALIMONDO
SMO, KALAHI-CIDSS



NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer/ SMU Head **FEB 27 2024**

Concurred by:

Service Provider:

(Printed Name over Signature)

Address: _____

Contact Number: _____