

PR/PP No.: 2021-09-064(2022 NEP)/2022-03-157

RFQ No.: 2022-04-235

End-user: SMU/SMU-NHTS

Date: APR 27 2022

Name of Project:

ABC: ₱69,850.00

AVP PRODUCTION, PHOTO AND VIDEO DOCUMENTATION

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 MAY 02 2022 12:00NN.

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:
 - o **Updated Mayor's / Business Permit**
 - o **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)**
 - 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 latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may 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.

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

| Bidding Item Description | | | | | |
|--|--|---|----------|--|--|
| | AVP PRODUCTION, PHOTO AND VIDEO DOCUMENTATION | | | | |
| 1 | SMU: PRODUCTION OF MANDANAS RULING AVP (P39,850.00) -5 minute maximum, linear editing including voice over, may include animation | 1 | material | | |
| | <i>Please see attached Terms of Reference</i> | | | | |
| 2 | SMU-NHTS: PHOTO AND VIDEO PROCESS DOCUMENTATION (P30,000.00) -5 hours photo and video coverage with Same-day edit video. All raw photos and videos will be submitted in a flash drive. | 1 | material | | |
| | <i>Please see attached Terms of Reference</i> | | | | |
| The place of delivery/service of the goods is within CAR. | | | | | |
| TOTAL PRICE | | | | | |

• 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.

Signature of supplier/representative
 over printed name: _____

Name of Firm/Dealer/Contractor: _____
(This will be the name indicated on the check)

Address: _____

Name and Signature of Convasser

Contact Number/s: _____

PHIGEPS Registration Number: _____





TERMS OF REFERENCE
Hiring of Service Provider for the Photo and Video Documentation of Listahanan
Launching of the Profile of the Poor

RATIONALE:

With the mission to lead in the formulation and implementation of social welfare and development programs and services, DSWD-CAR mobilized the Listahanan project, initially known as the National Household Targeting Section for Poverty Reduction or NHTS-PR, which aims to identify who and where the poor are in the Cordillera based on a unified criteria derived from scientific means. The project also aims to reduce leakage or inclusion of non-poor and exclusion of the poor in social protection programs and services.

Following a four-phased project cycle, Listahanan 3's output- the final list of poor households is envisioned to be the basis of public and private social protection stakeholders in their efficient and well-targeted selection of beneficiaries for their social protection programs

Congruent to this, reinforcing the social presence of Listahanan is important to ensure that the majority of national government agencies, LGUs in the region and other organizations from the private sector are aware that a project with this thrust. This is then expected to be achieved through the regional launching of the profile of the poor.

In line with this, the event will be graced by various Listahanan stakeholders. A comprehensive photo and video documentation is essential to professionally capture the significant happenings within the event. The outputs of the said documentation will be used as the project's IEC material and will be added to Listahanan media bank. Moreover, to culminate the symbolic event, a same-day edit (SDE) video will be helpful to reinforce Listahanan's message.

OBJECTIVES:

General:

To professionally capture the significant events during the launching of Listahanan's profile of the poor

Specific:

Specifically, the Photo and Video with Same-day edit service aims to

- capture and document the whole event to be used and included in Listahanan's media bank for future use
- reinforce the key message of Listahanan as a credible database to determine who and where the poor is in the region
- present the highlights of the Listahanan launching to provincial stakeholders

SCOPE OF WORK AND DELIVERABLES OF THE SERVICE PROVIDER:

The service provider shall provide the DSWD with services relative to the photo and video coverage with SDE. Specifically, the service provider shall:

- Attend meetings with the DSWD representatives; Provide the following key personnel: Photo and video team head, and members
- Have complete HD based shooting equipment
- Provide Photo and Video Coverage of the event from the beginning until the end of the program.
- Purchase appropriate licenses and royalties for creative works necessary for the production of the video, in favor of the DSWD;
- Develop and produce (1) SDE video, minimum of five (5) 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 video footage and photos captured from the event
- Submit high definition release materials of the final output in USB flash drive.

QUALIFICATIONS OF SERVICE PROVIDER:

| Criteria | Percentage |
|---|--|
| Experience (45%) - At least two years' experience and proven track record on the Photo and Video coverage with SDE production. | Three (3) years and above = 30% Two (2) to Three (3) years= 25% One (1) year - Two (2) years = 20% < One (1) year = 0 |
| Must have competent and experienced production staff (35%) – The Service Provider's production team must submit detailed resumes that will show their appropriate education, trainings, and experience in Photo and Video coverage, and SDE production. The Service Provider must also submit a list of equipment to be used for the project. | 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% 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% |
| Must be able to provide at least three related samples of work. (20%) | > Three (3) related samples of work = 20% Two (2) related samples of work = 15% One (1) related samples of work = 10% |
| TOTAL | 100% |

Passing Rate is 80%

KEY DELIVERABLES AND PAYMENT SCHEDULE:

| DELIVERABLES FOR THE PHOTO AND VIDEO DOCUMENTATION WITH SAME DAY EDIT VIDEO PRODUCTION | TIMELINE |
|--|---|
| ● Pre-production meeting with SMU | Three (3) days after receipt of Notice to Proceed |
| ● Rendering of services for Photo and Video Coverage | On the day of Listahanan Launching |
| ● Production and submission of Same Day edit video | On the day of Listahanan Launching |
| ● 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 the Listahanan Launching |

SPECIFICATIONS

| | |
|--|---|
| No. of videos and its total running time | One Same day edit video (minimum of 5 minutes) |
| Shooting format | Digital HD |
| Length of shoot | On the day of the event |
| Location | Baguio City |
| 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 **Thirty Thousand Pesos (30,000.00)** shall be charged against **NHTS-CMF**, inclusive of applicable taxes. This shall cover **all production expenses** (food, transportation, accommodation, equipment rental, among others) 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 Photo and Video coverage and the production of the same-day edit video will be on the second semester of 2022

Prepared by:



LORILLIE R. GONZALES
Administrative Assistant III

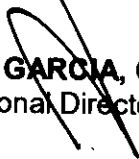
Reviewed by:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
SMU Head



Approved by:

ARNEL B. GARCIA, CESO II
Regional Director



**TERMS OF REFERENCE****Hiring of Service Provider for the Development of Mandanas Ruling AVP****RATIONALE:**

In support to the Department's goal in becoming the primary arm of the Philippine Government in providing efficient and effective social welfare services, the Social Marketing continues to advocate the communication messages – a.) Maagap at Mapagkalingang Serbisyo, b.) Patas na pagtrato sa Komunidad c.) Tapat na paglilingkod na walang puwang para sa katiwalian d.) Maging Tapat sa tungkulin, sa mamamayan, at sa bayan.

The production of AVP is part of the strategic communication plan of the Field Office which aims to further strengthen the gains of the communication activities implemented in the prior years.

OBJECTIVES:**General:**

To continue reinforcing awareness, promotion, and support to the Department's programs and services.

Specific:

Specifically, the AVP material aim to:

- Provide support in the popularization and institutionalization of DSWD issuances such as the Mandanas Ruling 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; 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 SMS. Shoot footage 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 (1) one video, minimum of five (8) minutes, with animation under the supervision of SMU;
- Edit video footage and graphics in the video using advanced video editing software;
- 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 a USB flash drive.

QUALIFICATIONS OF SERVICE PROVIDER:

| Criteria | Percentage |
|---|--|
| Experience (30%) - At least three years experience and a proven track record in 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 3 (3) years. | Three (3) years and above = 30% Two (2) to Three (3) years= 25% One (1) year - Two (2) years = 20% < One (1) year = 0 |
| Must have competent and experienced production staff (15%) – The Service Provider's production team must submit detailed resumes that will show their appropriate education, training, 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. | 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; a 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; a 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; a complete list of equipment to be used = 5% |
| 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 (35%). | 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% |
| Must be able to provide at least three related samples of work. (20%) | > Three (3) related samples of work = 20% Two (2) related samples of work = 15% One (1) related samples of work = 10% |
| TOTAL | 100% |

Passing Rate is 80%

KEY DELIVERABLES AND PAYMENT SCHEDULE:

| DELIVERABLES FOR THE PRODUCTION OF DEVOLUTION ORIENTATION AVPs | TIMELINE |
|--|---|
| • Pre-production meeting with SMS | 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 st draft online edited video for comments | Five (5) days after receipt of comments on the offline edited material |
| • Submission of 2 nd draft online edited video based on comments | Five (5) 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 | Five (5) days after receipt of comments on the 2 nd draft edited material |
| • Submission of color graded final material for approval | Five (5) days after approval of 3 rd draft online edited video |
| • 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 color graded final material |

The cost is **Thirty-Nine Thousand Eight Hundred Fifty Pesos (P39,850.00)** inclusive of tax chargeable against the **Technical Assistance and Resource Augmentation (TARA)** fund. 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 Peso |
|---------|---|-------------|----------------|
| 1st | Submission of the 1st approved final material for posting (1 video) | 100% | 39,850 |
| | TOTAL | 100% | 39,850 |

SPECIFICATIONS

| | |
|--|------------------------------------|
| No. of videos and its total running time | One (1) AVP; maximum of 5 minutes. |
| Shooting format | Digital HD |

| | |
|---------------------|---|
| Versions (Language) | Filipino and/or English |
| Length of shoot | 3 to 5 working days (for each production) |
| Location | Anywhere in CAR |
| Editing format | Linear Editing |
| Audio format | Linear editing including voice over |
| Release format | All materials, including raw footages, 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 **Thirty-Nine Thousand Eight Hundred Fifty Pesos (P39,850.00)** shall be charged against the **Technical Assistance and Resource Augmentation (TARA)** fund, inclusive of applicable taxes. This shall cover **all production expenses** (food, transportation, accommodation, equipment rental, among others) 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 coordinators with the service provider.

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

PROJECT DURATION:

The first video production will be in the first semester of 2022.

Prepared by:


JEZEBEL L. GUMATAY
 Information Officer I

Reviewed by:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
 SMU Head

Approved by:


ARNEL B. GARCIA, CESO II
 Regional Director