

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-09-063(2022 NEP)
End-user: SMU-SLP
Name of Project: _____

RFQ No.: 2022-05-285
Date: MAY 10 2022
ABC: ₱80,000.00

AVP PRODUCTION OF SLP MILESTONES

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 baecsec.car@dswd.gov.ph on or before MAY 16 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 baecsec.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
1	AVP PRODUCTION OF SLP MILESTONES -5 minute SLP milestone documentary in the Cordillera (including preproduction; preferably with drone shots; includes travel expense of service provider) ; production and post production Please see attached Terms of Reference	1	production		
TOTAL PRICE					

The place of delivery/service of the goods is within CAR.

• 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:

Contact Number/s:

PhilGEPS Registration Number:

Name and Signature of Canvasser



TERMS OF REFERENCE
Hiring of Service Provider for the AVP Production of SLP Milestone

RATIONALE:

The Department of Social Welfare and Development's Sustainable Livelihood Program advocacy efforts is being guided with its thrusts and priorities which is to develop a more comprehensive and responsive communication plan to reach beneficiaries in the barangay level by engaging stakeholders from the local level and to strengthen NGA and media relations efforts for mainstreaming of these beneficiaries. This 2022 with the operationalization of the Mandanas ruling of the Supreme Court, DSWD programs will be devolved to LGUs among which is the SLP.

It is thus important to reach the LGUs for the mutual understanding of SLP's Frame Work and Theory of Change, which is the guiding framework behind the program, as described in the DSWD MC 22 series of 2019. We emphasize the role of SLP a capacity-building program that enhances the participant's livelihood assets and ability to utilize their resources more productively through their livelihood strategies in the form of enterprise management or employment, as well as linkages to networks that could provide access to technical, financial or market resources.

One of the advocacy activities for this year is the production of AVP to recognize and document the best livelihood models, history of the programs implementation and its strategies to be kept and shared as knowledge products

OBJECTIVES:

General:

To capture and highlight the experiences of SLP beneficiaries on how the program helped them improved their level of well-being and the strategies employed by staffs for this beneficiaries to succeed.

Specific:

Specifically, the AVP materials aim to:

- Highlight the program activities, good practices, and initiatives employed by the beneficiaries that contributed in improving their lives;
- 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; 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 the provinces of Abra, Apayao, Benguet, Ifugao, Kalinga, Mt. Province;
- 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 documentary video, minimum of five (5) minutes, with animation 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 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; 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 photo and videos for official activities.

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 (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"> - Three (3) years and above = 30% - Two (2) to Three (3) years = 25% - One (1) year - Two (2) years = 20% - < One (1) year = 0
<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) 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

<p>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%).</p>	<p>the production of AVP; complete list of equipment to be used; = 10%</p> <ul style="list-style-type: none"> - 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% - 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 three related samples of work. (20%)</p>	<ul style="list-style-type: none"> - > Three (3) related samples of work = 20% - Two (2) related samples of work = 15% - One (1) related samples of work = 10%
<p>TOTAL</p>	<p>100%</p>

Passing Rate is 80%

KEY DELIVERABLES AND PAYMENT SCHEDULE:

<p>DELIVERABLES FOR THE PRODUCTION OF AVP</p>	<p>TIMELINE</p>
<ul style="list-style-type: none"> ● Pre-production meeting with SMU 	<p>Three (3) days after receipt of Notice to Proceed</p>
<ul style="list-style-type: none"> ● Submission of concepts ● Submission of scripts and storyboards 	<p>Five (5) days after pre-production meeting Ten (10) days after approval of proposed concept</p>
<ul style="list-style-type: none"> ● Submission of proposed Voice Over Talents ● Production Conference 	<p>One (1) day after approval of script and storyboard Five (5) days after approval of script and storyboard</p>
<ul style="list-style-type: none"> ● Production 	<p>Five (5) days after Production Conference</p>
<ul style="list-style-type: none"> ● Submission of offline for comments 	<p>Five (5) days after last day of shooting</p>

• 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 **Eighty Thousand Pesos (P80,000.00)** inclusive of tax chargeable against **Sustainable Livelihood Program Advocacy Funds**. This shall be released one time, based on the delivery of output and upon approval and/or acceptance by the Client:

SPECIFICATIONS

No. of videos and its total running time	One (1) documentary videos; minimum 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	Abra, Apayao, Benguet, Ifugao, Kaliga, Mt. Province
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

UDGETARY REQUIREMENTS:

The cost of production (Approved Budget for the Contract), amounting to **Eighty Thousand Pesos (P80,000.00)** shall be charged against **Sustainable Livelihood Program Advocacy Funds**, 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 video production will be conducted on the second semester of 2022.

Prepared by:


BABBLE MAE M. GORIO
Project Development Officer II

Reviewed by:


NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer

Approved by:


ARNEL B. GARCIA, CESOS II
Regional Director