

REQUEST FOR QUOTATION

RFQ No. **KC-2023-08-0263**

Date: **August 16, 2023**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____
Company TIN : _____
PhilGEPS Reg. No. : _____

Sir/Madam:


Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B**. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number.

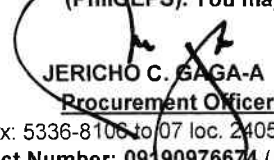
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila **or email to: jcgaga-a@dswd.gov.ph** not later than **5:00 PM on August 22, 2023 (Tuesday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission]**.

Very truly yours,


HARVY B. CALABIO
Administrative Officer V
Procurement Section Head

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
- Services shall be delivered on: **September 1, 2023**
- Place of Delivery: **N/A**
- Terms of Payment: **within 30 days upon final inspection and acceptance**
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)
Account Name: _____ Account Number : _____
Bank Name: _____ Branch: _____
****Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.**
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: _____
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"**


JERICO C. GAGA-A
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09-90976674 / 09652364341

Signature Over Printed Name
(Supplier)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS website at www.philgeps.gov.ph to register

RFI KC-2023-08-0263

Date: _____ (should be filled up by suppliers)
(should be filled up by supplier)

MOP: SHOPPING FOR NON-CONSULTING SERVICES

Company Name _____
Company Address _____
Contact Person _____
Contact No. _____
Email Address _____
Company TIN _____
PhilGEPS Reg. No. _____

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance.	Unit Cost	Total Cost
1	1	lot	Video production shoot of CDD Champions (Metro Manila)			
			Production staff for 2-3 days			
			Production staff (2 Videographers, 1 photographer, 1 editor, etc)			
			Production staff expenses during the 2-3 days for the shoot			
			Complete video and equipment (Cameras, lens (wide, zoom, prime), drone, mic (lapel/boom), lights, tripod, etc			
			Video set-up/styling/props for Day 2 afternoon			
			Video event set-up styling (basic styling and backdrops)			
			Lights set-up			
			50 pcs small tokens for interviewees/champions			
			Video editing of the materials			
			Graphics (15-seconds title card; 40-seconds video teaser; 60-seconds OBB; 10 x 30-45 seconds category title cards)			
			Peg: https://www.youtube.com/watch?v=cPCKcWD_Dvg			
			2 x 2-4 minutes SDE			
			Peg: https://www.youtube.com/watch?v=PafKm0KRAM			
			1 x 15-20 minute documentary of the CDD Champions			
			Animation peg: Vox-style https://www.youtube.com/@Vox			
			Cinematography: Netflix Explained https://www.youtube.com/watch?v=C65iqQSCZOY&list=PLJ8cMiYb3G5dbuh5DINijSTI33QztIFDb			
			Storytelling: Frontline https://www.youtube.com/@frontline			
			Qualifications:			
			Specialized in video productions and events management			
			Must have worked or collaborated with government agencies, non-government organizations (preferably united nations), and corporate brands			
			Preferably received recognition/nomination/award locally or abroad			
			Requirements:			
			1 x concept peg/mood board for CDD Champion video/graphics			
			3 x sample work of government, NGO, corporate video			
			2 x sample of events or conference management involved			
			And other supporting documents (additional documents may be asked by the evaluators)			
			Nothing follows			
			Approved Budget for the Contract: One Hundred Seventy-Three Thousand Pesos only Php173,000.00			
			Note: Please specify brand model/origin .			

PURPOSE: Video Production Services for the Video Documentary of Community Driven Development Institutionalization Champions

PR No.: KC-2023-08-0263

(Signature over Printed name)
Supplier

☐
☐

VAT
Non-VAT

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the **Request for**

Quotation RFQ No. **KC-2023-08-0263** from DSWD MIMAROPA Region intended for the

Video Production Services for the Video Documentary of Community Driven Development Institutionalization Champions

Certified by:

(Signature Over Printed Name of Supplier)

Contact: _____

Email Address: _____

RFQ Delivered by:

(Signature Over Printed Name of Canvasser)

Position: _____

Date / Time of Delivery: _____

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.

TERMS OF REFERENCE

CDD Video Documentary - Video Production Services

I. BACKGROUND OF THE PROGRAM

Kapit-Bisig Laban sa Kahirapan Comprehensive Integrated Delivery of Social Services (KALAHI-CIDSS) is a Community-Driven Development (CDD) project implemented by the Department of Social Welfare and Development (DSWD) as one of its key poverty reduction programs.

The experience of implementing KALAHI-CIDSS in MIMAROPA Region and in different regions in the country has also demonstrated its effectiveness in service delivery for less privileged, less fortunate beneficiary communities. The adoption of CDD as a national strategy through the National Community-Driven Development is a manifestation of recognition of its contribution for national development.

To achieve widest dissemination and acceptance of CDD as a strategy in the MIMAROPA region, a series of video documentaries will be produced as advocacy material and knowledge product to recognize the Community-Driven Development initiatives in the region and to level off the understanding of stakeholder using CDD as a program development objective of KALAHI-CIDSS.

The video documentary will give the public audience crucial information about the local, social, and economic perspective of the program that they might not otherwise be exposed to. It will be produced by the Regional Program Management Office as support to the operations advocacy in the institutionalization of KALAHI-CIDSS by illustrating the successes of the MIMAROPA in achieving the program development objectives.

II. SCOPE OF WORK

From August 22 to 24, 2023, 40-50 CDD Champions from the region will go to Metro Manila to attend training and a simple awarding will take place. This is a good chance to conduct an interview and document the whole activity as one of the special episodes of the CDDI documentary series.

Under the supervision of the KALAHI-CIDSS Regional Program Management Office (RPMO) through the Social Marketing Officer III (SMO), the Service Provider will create:

1. Video production shoot of CDD Champions (Metro Manila)

- 2 videographers, 1 photographer, 1 video editor
- Production expenses (transportation) during the 3 days shoot
- Complete video and photo equipment - drone, camera body, lenses, mic, lights, tripod, etc

Documentary should include some of the behind the scenes inducing preparation before the actual activity and saying goodbyes on the last day of the activity.

Day 1

9:00 AM Set-up

3:00-6:00 PM Day 1 Opening

Day 2

9:00 AM - 11:00AM Morning workshop

01:00 PM Set-up for the Day 2 afternoon

05:00 PM Start of registration

09:00 PM End of Day 2 afternoon

Day 3

9:00 AM -11:00 AM Closing and logistics

2. Video set-up/styling/props for Day 2 Afternoon

- Video event set-up (basic backdrop/styling/invite)
- Lights set-up
- 50 small tokens for the Champions

Tentative venue::

<https://www.facebook.com/madison101ph/photos/a.415444835257227/1630027327132299/>

3. Video editing materials

- Graphics (15-seconds title card; 40-seconds video teaser; 60-seconds OBB; 10 x 30-45 seconds category title cards) | Peg:

https://www.youtube.com/watch?v=cPCkcWD_Dvg

- 2 x 3-4 minutes Same-day edit | Photos of Day 1 and videos of Day 2

Peg: https://www.youtube.com/watch?v=_PafKm0KRAM

- 15-20 minutes Documentary Film of the CDD Champions |

Peg animation: <https://www.youtube.com/@Vox>

Peg cinematography:

<https://www.youtube.com/watch?v=C65iqOSCZOY&list=PLJ8cMiYb3G5dbuh5DINjjSTI33QztIFDb>

Peg storytelling: <https://www.youtube.com/@frontline>

The video documentary will capture the project's key results, successes and challenges, best practices and lessons learnt from the interventions. The video will serve as a tool to publicize the work of KALAHI-CIDSS MIMAROPA and its partners (the Local Government Unit), serve as evidence of the joint initiative, and serve as an advocacy tool to lobby for further support to CDD Institutionalization. The video will feature several personal stories of beneficiaries, interviews of

representatives from DSWD Field Office MIMAROPA and Central Office, Local Government Units, and key strategic partners, as well as indirect beneficiaries from selected sites.

III. DETAILS

The Service Provider is responsible for pre-production to post-production processing of the video documentaries (filming, transcribing, scripting, editing, audio-balancing, post-producing, format exporting, creating graphics, voicing, or animating the video material, and archiving raw and edited work in a hard drive) in close collaboration with the Social Marketing Officer as the producer.

- The format for the shoot will be in full High Definition
- It must follow accordingly the DSWD FO MIMAROPA standards
- All digital files shot during the project, including the working project files, are the property of DSWD Field Office MIMAROPA and shall be submitted to the DSWD FO MIMAROPA for archiving.
- The Service Provider will regularly update DSWD FO MIMAROPA on the progress of their work

Deliverables and tentative timeline

DOCUMENTATION/INTERVIEW	DATE	REMARKS
Pre-production: Planning, concept, flow, mood board etc	July to August 11	
Video editing: graphics	August 11-22	To be used during the actual shoot
Actual shoot	August 22-24	2 whole days, 1 half day (with same-day edit)
Submission of AV Script	August 31	
Submission of first draft (offline edit)	September 8	
Submission of second draft (online edit)	September 15	
Submission of third draft (final edit)	September 20	

Note that there will be approval and revision on each submission. Final output should be strictly submitted on or before September 20, 2023.

IV. QUALIFICATION

The Service Provider or its production staff must have expertise in creating several audio-visual productions and managing events for a government office/agency, non-governmental organizations, and corporate brands.

The Service Provider shall provide their own equipment – e.g., camera, drone, lights, sound, tripod and video editing equipment, facilities, etc.

The Service Provider shall include the transportation, and other logistic requirements in their quotation.

The Service Provider preferably received recognition, nomination or award for their video production output.

The detailed production plan and schedule should be agreed by both the DSWD FO MIMAROPA KALAH-CIDSS RPMO and the Service Provider. The Service Provider is expected to complete the work based on the agreed deadline.

Ownership rights of all video production material shall reside with DSWD FO MIMAROPA KALAH-CIDSS RPMO.

V. REQUIREMENTS

To ensure the quality of the output, the Service Provider must submit the following together with their bidding documents:

- Service Provider's concept peg/mood board for the CDD Champion requirements with suggested timeline of the production
- 3 x sample works of the Service Provider's output for government, NGO, and corporation brand videos
- 2 x sample works of the Service Provider's output for government, NGO, and corporation brand events
- Preferably received recognition/nomination/award locally or abroad
- And other documents that supports the experience of the Service Provider relevant to the requirements for evaluation purposes

VI. CRITERIA AND EVALUATION RATING

ITEM	DESCRIPTION	PERCENTAGE
Concept peg/visual board for the CDD Champion	The visual board aligns with the project brief and the desired tone, style, and message. It has a clear	20%

	understanding of the project vision and offers creative suggestions that bring fresh ideas to the project requirements.	
Experience and Portfolio	<p>The Service Provider has 2-3 years of relevant experience and specializes in audio-visual productions and events management that ensures necessary skills and knowledge to produce the project requirements.</p> <p>The portfolio conveys quality of work, creativity, and ability to convey desired message effectively similar to the project requirements.</p>	20%
Budget and Pricing	The Service Provider can work within the financial constraints without compromising the quality of the final product.	20%
Team and Talent	The Service Provider's team members including cinematographers, editors, and animators have experience and creative skills. They are talented and versatile that are crucial for delivering high-quality videos.	10%
Production process and workflow	Validated through email or online interview, the Service Provider has a well-defined and organized workflow from pre-production to post-production that ensures efficiency, clear communication, and timely delivery of the final output.	10%
Communication and collaboration	The Service Provider is responsive, and understands the requirements. It is willing to collaborate closely	10%

	throughout the project which is essential for a successful video production project.	
Timeliness and Delivery	The Service Provider has a realistic timeline for the completion of each stage of the project and the delivery of the final video is within the agreed-upon timeframe.	10%
	TOTAL	100%
	PASSING RATE	85%

The Service Provider that received recognition, nomination, or award for their output would have an additional 3% on their rating.

The rating may be subjective, and personal preferences may play a role. Thus, evaluation would involve other key stakeholders or industry professionals in the evaluation process to gain diverse perspectives and ensure a well-rounded assessment.

Aside from the end user, an Information Officer from other programs and an officer from another unit will evaluate the works of the Service Provider if it best aligns to the requirements

VII. SUPPORT TO BE PROVIDED BY THE DSWD

The DSWD FO MIMAROPA KALAHI-CIDSS RPMO will provide production support to the Service Provider. The Social Marketing Officer will lead the production team as the producer:

- a. Coordination during the activity and filming/shooting
- b. Interviewer during the filming/shooting
- c. Logistics and meeting arrangement (only if applicable)

The Monitoring and Evaluation Unit will provide technical resources (data and information) and other requirements necessary for the activity design implementation, these include project documents such as KALAHI-CIDSS briefer, other KALAHI-CIDSS program report and Program Information Management Data.

VIII. PAYMENT

The funding source for this project is from the KALAHI-CIDSS Additional Financing Continuing Funds for Advocacy.

The total contract amount allotted for the above deliverables is **ONE HUNDRED SEVENTY-THREE PESOS** for the entire duration of the assignment. This amount represents the professional service fees, out-of-pocket costs such as communication, travel allowance, meals and accommodation, supplies, equipment rental.

The processing of payments will only be facilitated upon the submission of the aforementioned deliverables reviewed and accepted by the DSWD KALAHI-CIDSS Regional Program Management Office (RPMO) Social Marketing Unit.

Prepared by:



RAF SOPIA M. CENTENO
Social Marketing Officer III

Noted by:



ATTY. ALDRIN F. BANDAL
Regional Program Coordinator



SHEILA S. TAPIA
OIC-Assistant Regional Director for Operations

Approved by:



LEONARDO C. REYNOSO, CESO III
Regional Director

IX. PENALTY AND TERMINATION OF CONTRACT

The Service Provider shall provide all necessary manpower, equipment, supplies and logistics to expedite outputs within the timeline prescribed by the DSWD unless prevented by natural and manmade disasters or other fortuitous events, or other reasons beyond the control of the Service Provider. In such cases, the Service Provider shall immediately inform the DSWD. However, should the cause of delay be attributed to the Service Provider's negligence or inability to deliver, it will be grounds for imposition of liquidated damages or the early termination of the contract.

X. CONTRACT DURATION AND BID PRICE

The contract will commence upon receipt of the Purchase Order or upon signing of the contract until September 30, 2023. **Prices shall not vary from the prices quoted by the Service Provider in its bid.**

CONFORME:

Name:

Legal capacity:

Signature:

Duly authorized to sign the Bid: