

REQUEST FOR QUOTATION

RFQ No. **KC-2023-08-0264**

Date: **August 16, 2023**

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

Sir/Madam:

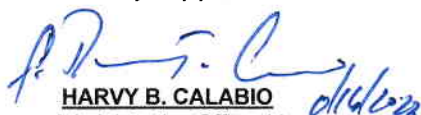
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A. Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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 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](http://www.philgeps.gov.ph) to register "**

  
**JERICO C. GAGA-A**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: **09190978674 / 09652364341**

\_\_\_\_\_  
Signature Over Printed Name  
( Supplier)



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](http://www.philgeps.gov.ph) to register

RF KC-2023-08-0264

Date: \_\_\_\_\_ (should be filled up by supplier)  
by suppliers)

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email Address \_\_\_\_\_  
Company TIN \_\_\_\_\_  
PHILGEPS Reg. No. \_\_\_\_\_

MOP: SHOPPING FOR NON-CONSULTING SERVICES

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	<b>Video production shoot of CDD: Institutionalization History in MIMAROPA (Metro Manila) - Focused on Good Governance for LGU, Empowerment on Community</b>			
			Production staff (videographers/writer/editor, etc)			
			Production staff expenses during the 3 day shoot (inclusive of meals, transportation, accommodation)			
			Complete video equipment (Cameras, lens (wide, zoom, prime), drone, mic (lapel/boom), lights, tripod, etc			
			Animation: Vox-style <a href="https://www.youtube.com/@Vox">https://www.youtube.com/@Vox</a>			
			Animation/shots peg: Netflix explained <a href="https://www.youtube.com/watch?v=C65iqOSCZOY&amp;list=PLJ8cMiYb3G5dbuh5DINjSTI33QztIFDb">https://www.youtube.com/watch?v=C65iqOSCZOY&amp;list=PLJ8cMiYb3G5dbuh5DINjSTI33QztIFDb</a>			
			Story/mood peg: Knock-down the house (AOC) <a href="https://www.youtube.com/watch?v=wGZc8ZjFY4">https://www.youtube.com/watch?v=wGZc8ZjFY4</a>			
			Story/mood peg: US of Secrets by Frontline <a href="https://www.youtube.com/watch?v=kaUemcqlQ-k">https://www.youtube.com/watch?v=kaUemcqlQ-k</a>			
			<b>Deliverables:</b>			
			1 x Director's concept/mood board (to be approved prior to writing)			
			1 x Audio-video script (to be approved prior to editing)			
			1 x 3-5 minute BTS video of the documentary (with text graphics, sound effects, licensed music, subtitle, and animation)			
			1 x 15-25 minute video documentary (with text graphics, sound effects, licensed music, subtitle, and animation)			
			1 x Hard drive for the raw videos			
			<b>Qualifications:</b>			
			Atleast 7-year experience in video productions			
			Preferably with specialization in making historical video documentary			
			Must have excellent visual storytelling skill (experience in writing or directing a film preferably documentary)			
			Must have experienced in studying abroad for film or arts (short or long courses)			
			Preferably have experience of producing/directing short/full-length film outside the Philippines			
			Must have produced/directed a short-form (5-10 mins) documentary			
			Preferably produced/directed/ or involved in full-length (30-60 mins) documentary; more than an hour is an advantage			
			Preferably with sample historical documentary film			
			Must have received recognition/awards locally or internationally (published on social media by agency, owner, or the award-giving body) - <i>International award is an advantage</i>			
			Must have worked as video production with non-government organizations and philippine government agencies/officials			
			<b>Timeline:</b>			
			August   planning and research			
			End week of August or first week of September   filming			
			September   Editing			
			<b>Requirements:</b>			
			2 x 6-10 mins sample work of short documentary film (similar on any of the above pegs)			
			1 x 40-60 mins sample work of full-length documentary film (similar on any of the above pegs)			
			1 x public post (link) of the local or international award with name of agency/production staff			
			1 x 1-page sample of previous AV script you wrote or worked on			
			<b>***Nothing follows***</b>			
			<b>Approved Budget for the Contract: Two Hundred Thousand Pesos only Php200,000.00</b>	Note: Please specify brand model/origin.		

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

PR No.: KC-2023-08-0264



VAT  
Non-VAT

\_\_\_\_\_  
(Signature over Printed name)  
Supplier

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-2023-08-0264** from DSWD MIMAROPA Region intended for the

**Video Production Services for the Video Documentary of Community Driven Development Institutionalization History**

**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 - CDD History in MIMAROPA**

**I. BACKGROUND OF THE PROGRAM**

Kapit-Bisig Laban sa Kahirapan Comprehensive Integrated Delivery of Social Services (KALAH-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 KALAH-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 KALAH-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 KALAH-CIDSS by illustrating the successes of the MIMAROPA in achieving the program development objectives.

**II. SCOPE OF WORK**

The video documentary will capture the Community-Driven Development (CDD) key results, successes and challenges, best practices and lessons learnt from the interventions through the years. The video will serve as a tool to publicize the CDD of KALAH-CIDSS in MIMAROPA region 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 focus on the history of CDD in MIMAROPA Region and the current status of the CDD institutionalization by featuring 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.

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

### **PRE-PRODUCTION REQUIREMENTS**

1. *Director's concept/mood board (to be approved prior to writing)*
2. *Audio-video script (to be approved prior to editing)*

### **ACTUAL PRODUCTION REQUIREMENTS**

3. **Video production shoot of CDD Champions (Metro Manila)**
  - 2 videographers (with director/writer), 1 video editor
  - Production expenses (transportation, meals, accommodation) during the 3 days shoot
  - Complete video equipment - drone, camera body, lenses, mic, lights, tripod, etc

### **POST-PRODUCTION REQUIREMENTS**

4. **Video materials**
  - 3-5 minute BTS video of the documentary (with text graphics, sound effects, licensed music, subtitle, and animation)
  - 5-25 minute video documentary (with text graphics, sound effects, licensed music, subtitle, and animation)
  - Hard drive for the raw videos

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

Peg cinematography:

<https://www.youtube.com/watch?v=C65iqOSCZOY&list=PLJ8cMiYb3G5dbuh5DI NjjSTI33QztlFDdb>

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

### **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

DATE	ACTIVITY	REMARKS
August	Research, ideation and planning	
September (First week)	2-day shoot in Metro Manila	Senator, Congressman, etc
September 11 or 12, 2023	1 day shoot in Metro Manila	Lawmakers and other partners
September (2nd and 3rd week)	Editing	

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 must have at least 7-year experience in video productions, specializing in historical documentaries.

The Service Provider must have excellent visual storytelling skill (experience in writing or directing a film preferably documentary)

The Service Provider or its key production staff must have experienced in studying abroad for film or arts (short or long courses) and preferably have experience of producing/directing short/full-length film outside the Philippines.

The Service Provider must have produced/directed a short-form (5-10 mins) documentary and/or involved in full-length (30-60 mins) documentary; more than an hour is an advantage.

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 locally or internationally (published on social media by agency, owner, or the award-giving body) - International award is an advantage.

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:

- 1 x 1-page draft concept peg for the CDD History in MIMAROPA requirements (simple formatting only)
- 2 x 6-10 mins sample work of short documentary film (similar on any of the above pegs)
- 1 x 40-60 mins sample work of full-length documentary film (similar on any of the above pegs)
- 1 x public post (link) of the local or international award with name of agency/production staff
- 1 x 1-page sample of previous AV script you wrote or worked on

## **VI. CRITERIA AND EVALUATION RATING**

ITEM	DESCRIPTION	PERCENTAGE
Concept peg/visual board for the CDD History	The concept peg aligns with the project brief and the desired tone, style, and message. It has a clear understanding of the project vision and offers creative suggestions that bring fresh ideas to the project requirements.	20%
Experience and Portfolio	The Service Provider has 7 years of relevant experience and specializes in historical documentaries.	20%

	The portfolio conveys quality of work, creativity, and ability to convey desired message effectively similar to the project requirements.	
Budget and Pricing	The Service Provider can work within the financial constraints without compromising the quality of the final product.	<b>20%</b>
Team and Talent	<p>The Service Provider's key production staff have experience in studying abroad for film or arts (short or long courses) and preferably have experience of producing/directing short/full-length films outside the Philippines.</p> <p>They have produced/directed a short-form (5-10 mins) documentary and/or been involved in full-length (30-60 mins) documentary; more than an hour is an advantage.</p> <p>They are talented and versatile that are crucial for delivering high-quality videos.</p>	<b>10%</b>
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.	<b>10%</b>
Communication and collaboration	The Service Provider is responsive, and understands the requirements. It is willing to collaborate closely throughout the project which	<b>10%</b>



	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%
	<b>TOTAL</b>	<b>100%</b>

The Service Provider that received recognition, nomination, or award for their output would have an additional 3% on their rating if locally, and 5% if from an international award-giving body.

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 KALAH-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 KALAH-CIDSS briefer, other KALAH-CIDSS program report and Program Information Management Data.

#### **VIII. PAYMENT**

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

The total contract amount allotted for the above deliverables is **TWO HUNDRED THOUSAND 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:**