

REQUEST FOR QUOTATION

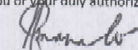
Date: 9/1/2020

Project Number: DCD-101-000
Reference PR Number: 2020-08-1951

Sir/Madam:

Please quote your best offer for the item/s listed below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative through email at dj.villena@philrice.gov.ph/courier - if sealed, addressed to Mr. Darwin J. Villena), not later than September 11, 2020.

DERWIN J. VILLENA
BUYER/CANVASSEER


HANAH HAZEL MAVI B. MANALO
Assistant Division Head, Devcom

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **PHP200,000.00**
- Prices quoted are subject to deduction of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
- All bids in excess of the ABC will be rejected.
- Complete technical specifications, brand and model must be indicated in the price quotation for evaluation purposes.
- Delivery period shall be indicated in the quotation. Liquidated damages equivalent to 1/10 of 1% per day of delay for the value of undelivered items shall be imposed.
- Goods, supplies, equipment, or work done are subject to inspection/acceptance, PhilRice reserves the right to cancel, reject, or rebid the items which do not conform with the technical specifications.
- NEW suppliers are required to submit a photocopy of valid Mayor's Business Permit, valid PhilGEPS Registration Number and valid PCAB License (if applicable) together with their quotations. Please disregard if you have submitted an updated copy/ies. This shall be subjected for validation.
- The winning Bidder is required to submit a photocopy of Latest Income/Business Tax Return and original copy of Omnibus Sworn Statement prescribed by the GPPB PRIOR TO PAYMENT of the goods delivered/services rendered.
- Supplier warrants that s/he has not given nor promised to give any money or gift to any PhilRice employee to secure this offer and to obtain an award.

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
1	1	Lot	<p>Post Production (editing) of PhilRice videos TERM OF REFERENCE FOR VIDEO EDITOR</p> <p>1. Scope and coverage The post production consultant or video editor shall produce 20 (3-5 minutes) videos like corporate, interview, explainer, instructional, testimonial, animation, motion graphics, dramatized, and VLOG. The following are the specific tasks of the video editor A. Meet with the Devcom staff (through online) and understand the production concepts. B. Edit videos based on the script/instructions provided C. Provide appropriate musical scores/sound effects, animation designs, visual effects, and color grading for videos D. Submit drafts, incorporate corrections, and finalize outputs based on the production schedule through Google drive (GDrive) or any cloud-based platforms</p> <p>2. Deliverables/Expected Outputs A. Maximum of 3 drafts will be submitted to Devcom based on the provided production scheule B. Produced 20 video files in any these formats (mp4 or mov) C. Packaged 20 project video files (Adobe Premiere/After Effects); submit through GDrive</p> <p>3. Production Support A. DevCom will provide the video contents such as illustrations/graphics, video clips/footage, scripts, and voice overs</p> <p>4. Duration and Location Duration: September to December 2020 5. Eligibility/Qualification The Video Editor(s) should have: A. Excellent editing skills (minimum of 5 years of experience and with sample outputs) B. Experience working in corporate video production related to agriculture C. Ability to adhere to deadlines D. Work flexibility</p>		

Delivery Period: 30 calendar days 15 calendar days 7 calendar days Others: 5 calendar days

Place of Delivery: PhilRice CES-Central Warehouse ATI-QC Others:

Price Validity: 120 calendar days 60 calendar days 30 calendar days Others:

Warranty: 1 year 3 months Others:

Payment Term: 30 calendar days 15 calendar days Others:

After having carefully read and accepted the Procurement Terms & Conditions, I/We quote you on the item at prices noted above.

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE _____

Designation: _____

Company Name: _____

Business Address: _____

PHIIGEPS Registration No.: _____

Telephone Number: _____

Email Address: _____

PRRI RFQ Rev.5 Effectivity Date: Oct 28, 2019

