



Date: **September 17, 2020**

REQUEST FOR QUOTATION

Project Number:

Reference PR Number: **20-09-0587**

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 (mcp.olofernes@philrice.gov.ph) / courier - if sealed, addressed to **Mr. Kenieth T. Ballenas** or fax at (085)343-0768 not later than **09/21/2020**.

KENIETH T. BALLENAS
BUYER/CANVASSER

JASMIN A. REYES
RCEF PMO Focal Person

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 63,500.00**
- 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
Procurement of 1 Lot Video Production for testimonial videos of RCEF farmer-beneficiaries					
1	1	lot	VIDEO PRODUCTION 1. Scope and coverage The video production professional service shall produce two (2) (3-5 minute) testimonial videos of RCEF farmer-beneficiaries from the branch unit's area of operation (1 for RCEF-Seed; 1 for RCEF-Extension). The following are the specific tasks of the video consultant: a. Meet with the DevCom/CFP staff (through online) and understand the production concepts; b. Direct, shoot (interviews and B-Rolls), and edit videos based on the script/instructions provided; c. Provide appropriate musical scores/sound effects, text/graphic 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. 2. Deliverables/Expected Outputs a. Maximum of drafts per video will be submitted to DevCom based on the provided production schedule b. Produced 2 video files in any of these formats (mp4 or mov); c. Packaged 2 project video files (Adobe Premiere/After Effects); submit through GDrive. 3. Production and Logistic Support a. CFP/DevCom will provide the video contents such as scripts and logos; b. Video consultant will provide for their own food and accommodation. 4. Duration and Location Duration: September to November 2020		
x-x-x-x-x-x-x-x nothing follows x-x-x-x-x-x-x-x-x-x-x-x-x-x					

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

Place of Delivery: ☐ PhilRice AES ☐ ATI-OC ☐ 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.

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PRINTED NAME/SIGNATURE OF AUTHORIZED
REPRESENTATIVE _____

Designation: _____

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

Telephone Number: _____

Email Address: _____

PRRI RFQ Rev 5 Effectivity Date: Oct 29, 2019

PhilRice Agusan, Basilisa, RTRomualdez, 8611 Agusan del Norte, Philippines
Email: prriemail@philrice.gov.ph, agusan.station@philrice.gov.ph • Tel/Fax: (085) 343-0778, 0788 • PhilRice Text Center: 0920-911-1398
Website: www.philrice.gov.ph | www.pinoyrice.com • Liaison Office: 3rd Flr. ATI Bldg., Elliptical Road, Diliman, Quezon City • Tel: (02) 920-5129

