



Date: September 25, 2020

Project Number:

Reference PR Number: 20-09-0620

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. Rocky Y. Pagaduan) or fax at (085) 343-0768 not later than 09/29/2020.

ROCKY Y. PAGADUAN
BUYER/CANVASSER

CAESAR JOVENTINO M. TADO
Branch Director

PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **Php 70,000.00**
2. Prices quoted are subject to deduction of 5% VAT & 1% EWT (*for goods*) or 5% VAT & 2% EWT (*for services*).
3. All bids in excess of the ABC will be rejected.
4. Complete technical specifications, brand and model must be indicated in the price quotation for evaluation purposes.
5. 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.
6. 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.
7. **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.
8. 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.
9. 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 PhilRice Agusan 35th Anniversary					
1	1	lot	<p>VIDEO PRODUCTION</p> <p>1. Scope and coverage The video production service provider shall produce 3-5 minute video of the PhilRice station.</p> <p>The following are the specific tasks of the video service provider:</p> <ol style="list-style-type: none"> Meet the communication focal person (CFP) of PhilRice for the planning and production; Provide video production equipment (DSLR/mirrorless/Professional camcorder cameras, drone camera, lighting and audio recorder), director, and videographer/s; Direct, shot, and edit videos based on the script provided; Provide appropriate musical scores/sound effects, text/graphic animation designs and color grading; Finalize outputs based on the production schedule through Google drive (GDrive) or hard drive. <p>2. Deliverables/Expected Outputs</p> <ol style="list-style-type: none"> Maximum of 3 drafts will be submitted to the CFP for comments and approval; Produced 1 video rendered in any of these formats (Full HD 1920x1080 in MOV or MP4); Packaged raw video footage for PhilRice Database; Packaged editable video file (Adobe Premiere/After Effects); submit through GDrive. <p>3. Production and Logistic Support</p> <ol style="list-style-type: none"> PhilRice will provide the script and branding materials for the video. Also, locations and holding area will be prepared. <p>4. Duration and Location</p> <ol style="list-style-type: none"> Production will be 1-2 shooting days. <p>5. Eligibility/Qualifications The video service provider should have:</p> <ol style="list-style-type: none"> Excellent video production skills (minimum of 5 years of experience and with sample outputs); Experience working in corporate video production related to agriculture; Ability to adhere to deadlines; Work flexibility. 		
			x-x-x-x-x-x-x nothing follows x-x-x-x-x-x-x-x-x-x-x-x		

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

REQUEST FOR QUOTATION

Project Number: _____

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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.

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

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