



Philippine Rice Research Institute

BICOL STATION

REQUEST FOR QUOTATION

Date: _____

Project Number: _____

Reference RCP20-08-0187

PR Number: _____

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 (isg.palima@philrice.gov.ph - if sealed, addressed to Mr. Ian Stallone G. Palima) or fax at 0999-456-9548 not later than **September 23, 2020**.

[original signed]

IAN STALLONE G. PALIMA

Canvasser

[original signed]

VICTORIA C. LAPITAN

Director, PhilRice Bicol

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. 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 specifications.
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. All bids in excess of the ABC will be rejected.
7. 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.
8. **NEW** suppliers or those without updated file of the required documents are required to submit a photocopy of **valid Mayor's Business Permit** and **valid PhilGEPS Registration Number PRIOR to the opening/evaluation of offer/s**. A supplier who already submitted an updated copy of these documents is no longer required to submit.
9. The winning Bidder is required to submit a photocopy of **Income/Business Tax Return** and original copy of **Omnibus Sworn Statement** prescribed by the GPPB **PRIOR TO PAYMENT** of the goods delivered/services rendered.

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
1	1	lot	PRODUCTION OF 2 PHILRICE VIDEOS (1 For RCEF-SEED, 1 For RCEF-Extension) Terms of Reference for Video Production: 1. Scope and coverage The video production consultant shall produce 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 the 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 3 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		

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			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 5. Eligibility/Qualifications The Video Editor(s) should have: a. Excellent video production 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		
			nothing follows		
				TOTAL	

Delivery Period: ☐ 30 calendar days ☐ 15 calendar days ☐ 7 calendar days ☐ Others: _____
 Warranty: ☐ PhilRice Bicol ☐ Others: _____
 Price Validity: ☐ 120 calendar days ☐ 60 calendar days ☐ 30 calendar days ☐ Others: _____
 Delivery Term: ☐ 1 year ☐ 3 months ☐ Others: _____
 Payment Term: ☐ 30 calendar days ☐ 15 calendar days ☐ Others: _____

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

Email Address: _____

Company TIN: _____

Please Check ☒

VAT ☐

Non-VAT ☐

PRINTED NAME/SIGNATURE _____

Designation: _____

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

Telephone Number: _____

