

Date: \_\_\_\_\_

REQUEST FOR QUOTATION

Project Number: GAS 010-005  
Reference PR Number: 2020-09-257

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 [ga.tolentino@philrice.gov.ph](mailto:ga.tolentino@philrice.gov.ph) or fax at **(049) 501-1917** not later than **SEPTEMBER 30, 2020**

Glyzl Tolentino  
BUYER/CANVASSER

Kristofferson C. de Guzman  
AOII

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **PHP 120,000.00**
- 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	Lot	3-5 minutes video production PhilRice 35th Anniversary (PhilRice Los Banos and Mindoro Satellite Office)		
			see attached video description.		
			***NOTHING FOLLOWS***		

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

Place of Delivery: ☐ PhilRice Los Baños ☐ PhilRice Mindoro Satellite Station ☐ 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: \_\_\_\_\_

PRR RQ Rev. 2 Effectivity Date: Oct 28, 2019

TERMS OF REFERENCE OF VIDEO PRODUCTION SERVICE PROVIDER

Production of corporate video presentation of PhilRice Los Baños for the 35<sup>th</sup> anniversary

1. Scope and coverage

The video production service provider shall produce a 3-5 minute video of the PhilRice station or the 35<sup>th</sup> anniversary.

The following are the specific tasks of the video service provider:

- a. Meet with the communication focal person (CFP) of PhilRice for the planning and production concepts
- b. Provide video production equipment (DSLR/mirrorless/Professional camcorder cameras, drone camera, lighting, and audio recorder), director, and videographer
- c. Direct, shoot, and edit videos based on the script provided
- d. Provide appropriate musical scores/sound effects, text/graphic animation designs, and color grading
- e. Submit drafts, incorporate corrections, and finalize outputs based on the production schedule through Google or hard drive

2. Deliverables/Expected Outputs

- a. Maximum of 3 drafts will be submitted to the CFP for comments and approval
- b. Produced 1 video rendered in any of these formats (Full HD 1920X1080 in MOV or MP4)
- c. Packaged raw video footage for PhilRice database
- d. Packaged editable video file (Adobe Premiere/After Effects); submit through GDrive and HDrive

3. Production Support

- a. PhilRice will provide the script and branding materials for the video. Also, locations and holding area will be prepared

4. Duration/location

- a. Production will be 1-2 shooting days

5. Eligibility/Qualifications

The video service provider 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

SUBJECT	Shots	Description
PhilRice station aerial view	Wide Shot	Capture the buildings and its surrounding communities in a golden hour or verdant ambiance
	Aerial shots	
All staff and station buildings	Aerial shots	Drone reveal shot of staff assembling at the building façade waving to the drone
	Wide shots	
Seed production	Aerial shots	With visible field researchers/laborers at work and other shots of waving
	Wide to Medium Shots using DSLR camera	
Rice fields	Aerial shots	Direct for action shots
	WS to Close up shots	
Field workers/researchers	WS to CU	Field workers/ researchers at work  *multiple angles and frames
Laboratory activities	WS to CU	Action shots of researchers in PPE  Direct shots of researchers on camera smiles
Administrative activities	WS to CU	Staff at work  Staff on camera smiles
Farmers receiving seeds/knowledge products	WS to CU	Farmers with seed sacks and knowledge products  Farmer reading the Gabay
Expert and farmer	WS to CU	Expert giving information to the farmer  Expert holding the PalayCheck booklet Farmer/s on camera smiles



eographer/s