



Date: October 6, 2021

REQUEST FOR QUOTATION

Project Number:

Reference PR Number: 21-10-0666

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 October 11, 2021.

ROCKY Y. PAGADUAN
BUYER/CANVASSER

CHERRYLL U. SEVILLE
R&D Coordinator

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 70,000.00**
- 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
Procurement of Video Production Services for the conduct of Virtual Laksbay Palay					
	1	lot	Video Production Services for the conduct of Virtual Laksbay Palay		
			- includes 10-12 pre-recorded videos with 1080 HD quality (3-5 minutes)		
			*** Please see attached Terms of Reference ***		
			*** nothing follows***		

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.

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



TERMS OF REFERENCE

1. Scope and coverage

The video production consultant/s shall produce ten (10) videos highlighting the different technologies developed and used in PhilRice Agusan. Each videos shall have a duration of 3-5 minutes, and are in 1080 HD quality.

The following are the specific tasks of the consultant/s:

- a. Meet with the DA-PhilRice's Lakbay Palay activity leader to understand the production concepts and PhilRice branding.
- b. Shoot, direct, and edit videos based on the approved script/guide
- d. Provide appropriate uncopyrighted musical scores/sound effects, text/graphic animation designs, and basic color grading for the videos
- e. 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 2 video concept studies before the actual shoot
- b. At least 2 drafts per video will be submitted to the CFP for comments and approval
- c. Ten (10) final and approved videos rendered in full high definition format (MP4 or MOV)
- d. Packaged raw video footage and editable working files for database storage (stored in a hard drive).
- e. Provide technical services and set-up during the live streaming of the Virtual Lakbay Palay 2021.

3. Production Support

- a. The activity leader will serve as the overall coordinator
- b. Video consultant shall provide their own transportation. Foods will be shouldered by the institute.

4. Duration and Location

- a. TBA

5. Eligibility/Qualifications

The Video Consultant should have:

- a. Video production equipment
- b. Excellent video production experience (minimum of 3 years of experience and with sample outputs)
- c. Experience working in corporate video production
- d. Ability to adhere to deadlines
- e. Work flexibility