



Date: October 4, 2021

**REQUEST FOR QUOTATION**

**Project Number:** \_\_\_\_\_  
**Reference PR Number: 21-09-0657**

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](mailto:mcp.olofernes@philrice.gov.ph) / courier - if sealed, addressed to Mr. Kenieth T. Ballenas) or fax at (085) 343-0768 not later than **October 8, 2021**.

**KENIETH T. BALLENAS**  
 BUYER/CANVASSER

**JASMIN J. REYES**  
 RCEF PMO Focal Person

**PROCUREMENT TERMS AND CONDITIONS**

- The Approved Budget for the Contract (ABC) is **Php 50,000.00**
- 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
<b>Procurement of Video Production Services for RCEF-Extension Highlights</b>					
1	1	lot	<p><b>RCEF-Extension Video Highlights</b></p> <p><b>TERMS OF REFERENCE FOR VIDEO PRODUCTION OF RCEF-EXTENSION PROGRAM ACTIVITIES</b></p> <p>1. Scope and coverage</p> <p>The video production consultant/s shall produce two (2) event video highlights of the RCEF-Extension Program activities conducted.</p> <p>The following are the specific tasks of the consultant:</p> <ol style="list-style-type: none"> <li>Meet with the DA-PhilRice's Communication Focal Person (CFP) to understand the production concepts and PhilRice branding</li> <li>Provide and setup studio for the photoshoot (make-up artists included)</li> <li>Shoot, direct, and edit videos based on the approved script/guide</li> <li>Provide appropriate uncopyrighted musical scores/sound effects, text/graphic animation designs, and basic color grading for the videos</li> <li>Submit drafts, incorporate corrections, and finalize outputs based on the production schedule through Google drive (GDrive) or any cloud-based platforms</li> </ol> <p>2. Deliverables/Expected Outputs</p> <ol style="list-style-type: none"> <li>Maximum of 2 video concept studies before the actual shoot</li> <li>At least 3 drafts per video will be submitted to the CFP for comments and approval</li> <li>Two (2) final and approved videos rendered in full high definition format (MP4 or MOV)</li> <li>Packaged raw video footage and editable working files for database storage (stored in a hard drive and send via courier to the RCEF Extension Unit-PhilRice AES, RTR, Agusan del Norte)</li> </ol> <p>3. Production Support</p> <ol style="list-style-type: none"> <li>The CFP will serve as the overall coordinator</li> <li>Video consultant shall provide their own transportation, food, and accommodation</li> </ol> <p>4. Duration and Location</p> <ol style="list-style-type: none"> <li>TBA</li> </ol> <p>5. Eligibility/Qualifications</p> <p>The Video Consultant should have:</p> <ol style="list-style-type: none"> <li>Video production equipment</li> <li>Excellent video production experience (minimum of 3 years of experience and with sample outputs)</li> <li>Experience working in corporate video production</li> <li>Ability to adhere to deadlines</li> <li>Work flexibility</li> </ol>		
***** nothing follows *****					

# REQUEST FOR QUOTATION

**Project Number:** \_\_\_\_\_  
**Reference PR Number: 21-09-0657**

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

**PhilRice Agusan, Basilisa, RTRomualdez, 8611 Agusan del Norte, Philippines**  
Email: [prri\\_email@philrice.gov.ph](mailto:prri_email@philrice.gov.ph), [agusan.station@philrice.gov.ph](mailto:agusan.station@philrice.gov.ph) = Tel/Fax: (086) 343-0778, 0768 = PhilRice Text Center: 0920-911-1398  
Website: [www.philrice.gov.ph](http://www.philrice.gov.ph) | [www.pinoyrice.com](http://www.pinoyrice.com) = Liaison Office: 3<sup>rd</sup> Flr. ATI Bldg., Elliptical Road, Diliman, Quezon City = Tel: (02) 920-5129

