



Philippine Rice Research Institute
PHILRICE Agusan | Basilisa, RTRomualdez, 8611 Agusan del Norte
Tel: (085) 343-0778 | Fax: (085) 343-0768

Quality Rice. Quality Life.

Date: May 2, 2022

REQUEST FOR QUOTATION

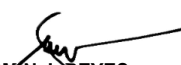
Project Number:

Reference PR Number: RCEP22-04-136

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. Kenieth T. Ballenas) or fax at (085)343-0768 not later than **May 6, 2022**.


KENIETH T. BALLENAS
BUYER/CANVASSER


JASMIN J. REYES
RCEF PMO Focal Person

PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **Php 80,000.00**
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
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
	1	Lot	RCEF-Extension Video Testimonial of RCEF Extension Program (2 videos)		
			TERMS OF REFERENCE FOR VIDEO PRODUCTION for the RCEF Extension Program videos 1. Scope and coverage The video production consultants shall produce two (2) testimonial videos under RCEF Extension Program of DA-PhilRice. The following are the specific tasks of the video consultant: a. Meet with the Communication Focal Person (CFP) and/or DevCom team to understand the production concepts and PhilRice branding; b. Compose a production team with a director and at least 2 videographers; c. Shoot, direct and edit videos based on the approved script/guide and shotlist; d. Provide appropriate and uncopyrighted musical scores/sound effects, basic color grading, subtitles, voice over narration as needed, and animations for the video; e. Submit a maximum of five (5) drafts, incorporate corrections, and finalize outputs based on the production schedule through Google drive (GDrive) or any cloud-based platforms; f. Capture 2-3 portrait and action photos of the subject/s for the video thumbnail and quote card 2. Deliverables/Expected Outputs a. Final and approved video rendered in full high-definition format (MP4 or MOV); b. Drafts will be submitted to the CFP for comments and approval; c. Packaged raw footage taken during the production period; d. Packaged editable working video files ***All files must be stored in a hard drive and sent via courier		

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		<p>3. Production Support a. The CFP will serve as the overall coordinator</p> <p>4. Duration and Location a. Duration - to be announced; b. The production will involve travel within Bukidnon and Agusan del Sur; c. Video consultants are expected to cover their own transportation, food accommodation, and IATF-related requirements</p> <p>5. Eligibility/Qualifications The video consultants should have: a. Excellent video production skills (minimum of 3 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</p> <p>6. Copyrights and utilization rights The copyright of all video materials produced (raw and edited) taken during the production will belong to DA-PhilRice. The video consultant will obtain the video recorded consent from the subject/s.</p>		
		x-x-x-x-x-x-x nothing follows x-x-x-x-x-x-x-x-x-x-x-x		

Delivery Period:	<input type="radio"/> 30 calendar days <input type="radio"/> 15 calendar days <input type="radio"/> 7 calendar days <input type="radio"/> Others:
Place of Delivery:	<input type="radio"/> PhilRice AES <input type="radio"/> ATI-OC <input type="radio"/> Others:
Price Validity:	<input type="radio"/> 120 calendar days <input type="radio"/> 60 calendar days <input type="radio"/> 30 calendar days <input type="radio"/> Others:
Warranty:	<input type="radio"/> 1 year <input type="radio"/> 3 months <input type="radio"/> Others:
Payment Term:	<input type="radio"/> 30 calendar days <input type="radio"/> 15 calendar days <input type="radio"/> 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,

