



Philippine Rice Research Institute

BICOL STATION

REQUEST FOR QUOTATION

Date: 06/17/22
Project Number: Project 45.1
Reference PR Number: PR-RCP22-06-0007

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 (bclbac.secretariat@mail.philrice.gov.ph - if sealed, addressed to Mr. Ian Stallone G. Palima) not later than June 20, 2022.

IAN STALLONE G. PALIMA

Canvasser

JULIAN C. MACADAMIA

RCEF Coordinator

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 60,000.00**
- Prices quoted are subject to deduction of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
- 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.
- 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.
- All bids in excess of the ABC will be rejected.
- 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.
- 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.
- 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	Other Professional Services: Procurement of Service for the Production of Two (2) Videos for Seed Distribution and "Palaysikatan" Farmers Field Walk under the RCEF Seed Program of DA-PhilRice TERMS OF REFERENCE 1. Scope and Coverage The following are the specific tasks of the video consultants: a. Meet with the RCEF Coordinator, 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 3. Production Support		

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			<p>a.The CFP will serve as the overall coordinator</p> <p>4.Duration and Location</p> <p>a. June 2022 to September 2022</p> <p>b.The production will involve travel within Bicol or Eastern Visayas Region.</p> <p>c.Video consultants are expected to cover their own transportation, food, accommodation, and IATF-related requirements</p> <p>5.Eligibility/Qualifications</p> <p>The video consultants should have:</p> <p>a.Excellent video production skills (minimum of 3 years of experience and with sample outputs)</p> <p>b.Experience working in corporate video production related to agriculture</p> <p>c.Ability to adhere to deadline</p> <p>d.Work flexibility</p> <p>6.Copyrights and Utilization Rights</p> <p>The copyright of all video materials produced (raw and edited) taken during the production will belong to the DA-PhilRice. The video consultant will obtain the video recorded consent from the subject/s.</p> <p>Note: For after sales services and prompt deliveries, prospective bidders must be located or with branch office located in the Bicol Region.</p> <p>***nothing follows***</p>		
				TOTAL	

Delivery Period: ☐ 30 calendar days ☐ 15 calendar days ☐ 7 calendar days ☐ Others: _____

Warranty: ☐ 1 year ☐ 3 months ☐ Others: _____

Price Validity: ☐ 120 calendar days ☐ 60 calendar days ☐ 30 calendar days ☐ Others: _____

Delivery Term: ☒ DA-PhilRice Bicol ☐ 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: _____

