



Philippine Rice Research Institute

Bicol Branch Station
Batang, Ligao City, 4504 Albay

Quality Rice. Quality Life.

Date: 2023-03-31

REQUEST FOR QUOTATION

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 not later than **April 10, 2023** to **bcbac.secretariat@mail.philrice.gov.ph** or send via fax or drop at PMU box at Procurement Management Unit (PMU), Batang, Ligao City, 4504 Albay. For any clarification you may call/send through fax to **(052)-431-0122** or PMU no. **0999-456-9548**.

Jeric N. Grilo

BUYER/CANVASSER

Ian Stallone G. Palima

AO II

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Please do not leave any blank items. Indicate "0" if item being offered is for free and "NO BID" if no offer.
3. Do not alter the contents of this form in any way.
4. All technical specifications are mandatory. Fill in the column designated for technical specifications of your offer; you may specify the brand and model if applicable. Use additional sheet if needed or attach brochure.
5. Failure to follow these instructions will disqualify your quotation.
6. NEW suppliers/bidders are required to submit a photocopy/e-copy of valid Mayor's Business Permit, BIR Registration 2303, DTI/SEC/CDA Registration (whichever is applicable), valid PhilGEPS Registration Number and valid PCAB License (if applicable) together with their quotations. Please disregard if you have submitted an updated copy/ies to PMD. This shall be subjected for validation.

Procurement Project Title:

Procurement of Service for the One Video Production for the Seed Distribution Activity under the RCEF Seed Program on April to September 2023 and Two Videos on Pest and Disease Management on May to August 2023 at Bicol or Eastern Visayas Region.

Procurement Project No.:

RCEP-BIC-49

PR No.:

2023-03-0052, 2023-03-0061,

Approved Budget of the Contract:

80,000.00

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			Per Request	Offer	
1	1	lot	<p>Other Professional Services</p> <p>TERMS OF REFERENCE FOR VIDEO PRODUCTION for the RCEF Extension Program Videos (RCE-003-000)</p> <p>1.Scope and coverage</p> <p>The video production consultants shall produce two (2) dramatized video production on Rodent Management and Rice Tungro Virus Management.</p> <p>The following are the specific tasks of the video consultants:</p> <p>a. Meet with the RCEF Coordinator, Communication Focal Person (CFP) and/or DevCom team to understand the production concepts and PhilRice branding</p> <p>b. Compose a production team with a director and at least 2 videographers</p> <p>c. Shoot, direct, and edit videos based on the approved script/guide and shotlist</p> <p>d. Provide appropriate and uncopyrighted musical scores/sound effects, basic color grading, subtitles,</p>		

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

DA-PhilRice Bicol, Batang, Ligao City, 4504 Albay
Tel: (52) 431-0122; 742-0690; 742-0684; Email: bicol.station@mail.philrice.gov.ph
Samar Satellite Station, UEP Campus, Catarman, 6400 Northern Samar
Email: jasienes@exchange.philrice.gov.ph

			<p>voice over/ narration as needed, and animations for the video</p> <p>e. Submit a maximum of five (3) drafts per video, incorporate corrections, and finalize outputs based on the production schedule through Google drive (GDrive) or any cloud-based platforms</p> <p>f. Capture 2-3 portrait and action photos of the subject/s for the video thumbnail and quote card</p> <p>2. Deliverables/Expected Outputs</p> <p>a. Final and approved video rendered in full high-definition format (MP4 or MOV)</p> <p>b. Drafts will be submitted to the CFP for comments and approval</p> <p>c. Packaged raw footage taken during the production period</p> <p>d. Packaged editable working video files</p> <p>*All files must be stored in a hard drive and sent via courier</p> <p>3. Production Support</p> <p>a. The CFP will serve as the overall coordinator</p> <p>4. Duration and Location</p> <p>a. May 2023 to August 2023</p> <p>b. The production might include travel within Bicol and Eastern Visayas Region.</p> <p>c. Video consultants are expected to cover their own food but transportation and accommodation will be provided by PhilRice Bicol however accompanied by CFPs or PhilRice Staff.</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>			
2	1	lot	<p>ABC: Php 50,000.00/ lot</p> <p>Other Professional Services</p> <p>Video Production</p> <p>TERMS OF REFERENCE FOR VIDEO PRODUCTION for the RCEF</p>			

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

DA-PhilRice Bicol, Batang, Ligao City, 4504 Albay
Tel: (52) 431-0122; 742-0690; 742-0684; Email: bicol.station@mail.philrice.gov.ph
Samar Satellite Station, UEP Campus, Catarman, 6400 Northern Samar
Email: jasienes@exchange.philrice.gov.ph

Seed Program videos (RCS-005-001)

The video production consultants shall produce (1) impact video production under the RCEF Seed Program of the DA-PhilRice.

The following are the specific tasks of the video consultants:

1.Scope and coverage

- 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

- a.The CFP will serve as the overall coordinator

4.Duration and Location

- a. April 2023 to September 2023
- b.The production will involve travel within Bicol or Eastern Visayas Region.
- c.Video consultants are expected to cover their own transportation, food, accommodation, and IATF-related requirements

5.Eligibility/Qualifications

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

DA-PhilRice Bicol, Batang, Ligao City, 4504 Albay
Tel: (52) 431-0122; 742-0690; 742-0684; Email: bicol.station@mail.philrice.gov.ph
Samar Satellite Station, UEP Campus, Catarman, 6400 Northern Samar
Email: jasienes@exchange.philrice.gov.ph

		<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 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>ABC: Php 30,000.00/ lot</p>		
--	--	--	--	--

TERMS AND CONDITIONS

Delivery Period:	183 calendar days
Place of Delivery:	<input type="radio"/> Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija <input type="radio"/> ATI Building, Elliptical Road, Diliman, Quezon City <input checked="" type="radio"/> Others: Bicol or Eastern Visayas Region.
Warranty:	1 year (non-consumable supplies/Equipment) and 3 months(consumable supplies)
Payment Term:	30 calendar days

- Price Quotations must be valid for a period of 45 calendar days from the deadline of submission.
 - Price quotations shall include all taxes, duties and/or levies. Deductions of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
 - Price Quotations exceeding the Approved Budget for the Contract shall be rejected.
 - Award of contract shall be made to the lowest quotations (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and other terms and conditions stated herein
 - In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PhilRice shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
 - Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
 - The item/s shall be delivered according to the requirements specified in the Conformed Purchase Order or Contract.
 - 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.
 - Liquidated damages equivalent to 1/10 of 1% per day of delay for the value of undelivered items shall be imposed. PhilRice shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of contract, without prejudice to other courses of actions and remedies open to it.
 - The Bidder 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.
 - 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.
 - Payment shall be made within (30) days after 100% completion of delivery subject to submission and/or completion of supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's/Supplier's account.
- 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: _____