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**RFQ No. 19-0915
KC-NCDDP Shopping**

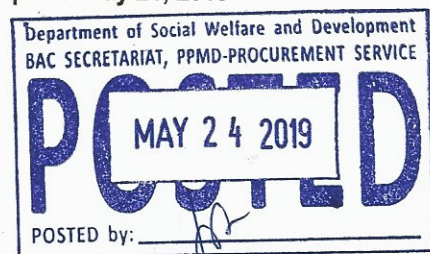
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Batasan Pambansa Complex, Constitution Hills, Quezon City
Tel. Nos. 931 8101 Local: 122, 123 and 124; Tel. Fax: 951-7116

REQUEST FOR QUOTATION OF GOODS

Date of Request: May 21, 2019

Company name: _____
Address: _____
Contact Person: _____
Contact Number: _____
Company TIN : _____



Sir/Madam:

1. The National Community Driven Development Program (NCDDP) hereby requests you to submit price quotations for the following items in Annex A:

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service provider(s) offering the lowest evaluated price on per:

Item Basis Total Quoted Lot Basis

3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s)/ service provider(s) providing after sales service facilities in the Philippines.

4. The deadline for receipt of your quotation (s) by the KC-NCDDP at the address indicated in Paragraph 6 is: - on May 30, 2019 at 05:00 P.M.

5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

- a. **Prices:** The prices should be quoted for the supply and Delivery of various item (Pls. refer to Annex A)
- b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:
 - i. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
 - ii. where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - iii. If a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

PR No. 2019 030296

Particulars : Hiring of Service Provider for the Development and Production of Audio-Visual Presentation (AVP) on Community-Driven Development (CDD)

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- iv. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.
- v. **Validity of the Offer:** Your quotation(s) should be valid for a period of forty five (45) calendar days from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.
- vi. If the **supplier/service provider** withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the supplier(s)/service provider(s) will be excluded from the list of NCDDP suppliers for the project for two years.

- **Delivery Terms:** Please refer to Annex A.
- **Terms of Payment:** Please refer to Annex A.

- vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within 15 days (after signing of the contract) without valid reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s; otherwise re-canvass.

- viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, penalty of **one percent (1%)** of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: Michelle C. Oxina

Telephone : 9316139 or 931-8101 to 07 local 122-124
Fax : 951-71-16
E-mail Address : quotations@dswd.gov.ph
Address : DSWD Central-Office, Procurement Office, IBP Road, Constitution Hills, Quezon City

Important : Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.


7. Please confirm by fax or e-mail the receipt of this request and whether or not you will submit the price quotation(s)

Sincerely:


MICHELLE C. OXINA
Procurement Officer

Tel No. 951-7116 / Fax No. 931-61-39

Noted By:


KARINA ANTONETTE A. AGUDO
Chief Administrative Officer

Procurement Planning and Management Division

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 Date: 21 May 2019

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PROCUREMENT MANAGEMENT SERVICE
 Batasan Pamantasan Complex, Constitution Hills, Quezon City

Company Name:
 Company Address:
 Contact Person:

Contact No.
 PhilGEPS Registration No.:
 Company TIN No.

LOT No.	QTY.	UNIT	DSWD's SPECIFICATIONS	BIDDER's SPECIFICATIONS (Please write the detailed specification in the space provided)	UNIT COST	TOTAL COST
1	Lot		<p>Hiring of Service Provider for the Development and Production of Audio-Visual Presentation on Community-Driven Development</p> <p>A. Qualifications and Standards:</p> <ol style="list-style-type: none"> Has at least three (3) years of progressive experience and proven track record in video production; Has experience in video production on community development, social development, or the development field in the past three (3) years, with at least five (5) sample audio-visual presentations (AVP's); Shows the capacity to produce high-quality, similarly styled information, education, and communication (IEC) materials, as seen from submitted sample works; Has experience working with/in the government; and 			

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	<p>5. Obtain an evaluation rating not lower than 90 percent.</p> <p>B. Scope of Work and Responsibilities:</p> <ol style="list-style-type: none"> 1. Coordinate with DSWD KALAH-LCIDSS Communications Unit representative/s upon receipt of the Notice to Proceed (NTP) for the program orientation, and polishing and finalization of provided script and story board; 2. Produce and submit output in accordance with the topic presented during the orientation; 3. Provide the audio-visual equipment necessary for the production including cameras and accessories, light and audio setup, drone, royalty-free stock icons and images, royalty-free stock music, and voice talent/narrator; 4. Include motion graphic animation, voice narration and English subtitles in the final output; 5. Cover the food, accommodation and transportation expenses of the production crew; 6. Provide an external storage hard drive/s containing raw footages, project file, and the final AVP outputs; and 7. Adhere to the DSWD branding guidelines. <p>C. Deliverables:</p> <ol style="list-style-type: none"> 1. One (1) edited and color-graded AVP in full HD format (1080p) with running time of at least five (5) minutes and maximum of ten (10) minutes; 2. One (1) trimmed version of the full video with total running time of at least three (3) minutes; 3. An external storage hard drive/s containing all the raw footages, project file and final AVP outputs; and 4. Produce and deliver all copies of the above-mentioned items (in accordance with the technical specifications) to the DSWD PMS- 			
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Contract Management Division for quality check.		
D. Technical Specifications:		
Total Running Time	At least five (5) minutes and maximum of ten (10) minutes	
Output/Quantity	Two (2) audio-visual presentations – One (1) full video with total running time of five (5) to ten (10) minutes; and One (1) trimmed version of the full video with total running time of at most three (3) minutes	
Shot/Video Requirements	<ul style="list-style-type: none"> > Interviews with partner stakeholders; > Establishing shots of communities and program sub-project > Drone shots > Motion graphics animation > Voice narration > English subtitles (can be toggled) 	
Other Works	<ul style="list-style-type: none"> > Polishing and finalization of script/story board the DSWD KALAHI-CIDSS Communications Unit > Field visit to partner communities in at most five (5) regions that may include plane rides, motorcycle (habal-habal rides) or boat rides 	
E. Schedule of Payment:		
Target/Output	Timeline	Payment
Orientation with KALAHI-CIDSS	3 working days after the issuance of NTP	
Submission of final script and story board	7 working days after orientation	25%

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provided by the Communications Unit Coordination and production shoot	with DSWD KALAH-LCIDSS 5 days after submission of final approved script and story board. Allot 2 to 3 days per region	5 to 10 working days after the end of the shoot 5 days after submission of 1 st draft	25%		
Submission of 1 st draft of AVP for 1 st revision Final comments for 2 nd revision	5 to 10 working days after the end of the shoot 5 days after submission of 1 st draft	5 working days after the submission of final comments for 1 st revision of AVP			
Submission of 2 nd draft of AVP for 2 nd revision	5 working days after the submission of final comments for 1 st revision of AVP	5 days after submission of 2 nd draft			
Final comments for final output Complete delivery of AVP final output	5 working days after the approval of the first revision	50%			
F. Criteria for Selection:					
Qualification Has at least 3 years of progressive experience and proven track record in AVP	Rating Scale 3 years = 30	Percentage 30%			
Has experience in video production on community development in	Can be supported by the submitted CV/ profile and sample works	30%			

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the past 3 years, with at least 5 samples of AVPs Possess the capacity to produce high quality, similarly styled information, education, and communication (IEC) materials, as seen from submitted sample works	5 outputs = 30 Can be supported by the portfolio and submitted works which are similar to the required outputs Style = 20 Physical quality of publication = 20	40%	In addition to this RFQ, the service provider should also submit its comprehensive company profile and sample works. Approved Budget for the Contract (ABC) - <i>Php 400,000.00</i>		

IMPORTANT : The winning bidder **MUST SIGN** the original copy of Purchase Order (PO) at the DSWD-Central Office, Contract Monitoring Division-Procurement Management Service, within three (3) days from the date the PO was served thru fax/e-mail. Failure to show up and sign the original PO means that the bidder is not interested and will be ground fro suspension/blacklisting in DSWD's future biddings.


MICHELLE C. OXINA
 Procurement Officer
 Telephone No.: 931 8101 local numbers 122, 123 and 124
 Facsimile No.: 951 7116

 (Signature over Printed Name of the Authorized Representative of the Supplier)