

REQUEST OF PROPOSAL

(Small Value Procurement-Consultancy Firm)

HIRING OF SERVICE PROVIDER FOR THE VIDEO DOCUMENTARY OF SALAYSAY NG BUHAY NG PAMILYANG PANTAWID AND KAAGAPAY NG PAMAYANAN AS PANTAWID PAMILYA ADVOCACY MATERIALS

DSWD RFP No. 21-GOP-SVP-CF-009
(PR No. 01-20001-PR-2021-03-00125)

1. The Republic of the Philippines, through the **Department of Social Welfare and Development – Pantawid Pamilyang Pilipino Program** under **2020 Continuing Appropriation Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **One Million Pesos (PhP1,000,000.00)** being the Approved Budget for the Contract (ABC) as payment for the “**Hiring of Service Provider for the Video Documentary of Salaysay ng Buhay ng Pamilyang Pantawid and Kaagapay ng Pamayanan as Pantawid Pamilya Advocacy Materials**” (DSWD RFP No. 21-GOP-SVP-CF-009).

2. The project aims to fulfill its goal of effectively promoting the program with the help of professional videographers with high level of expertise to ensure that details will be captured and the storyline is reflected on the shoot and the editing.

3. **Scope of Work:**

The Service Provider will work on the production of four (4) full-length video documentaries or three (3) separate videos for three (3) families from Iloilo (Region VI), Ifugao (CAR), Isabela (Region II) and one (1) video for two (2) families in Nueva Ecija (Region III) and Southern Leyte (Region VIII)

The Scope of work includes:

1. Creation of Production Team

The Service Provider shall create a Production Team with at least four (4) members including overall Video Director, Audio Technician, Videographers/Camera Operators, Editor, etc. that will work with the Social Marketing Division (SMD) of the Pantawid Pamilya.

2. Production of Videos

a. Pre-Production

The Service Provider shall meet with the SMD or the assigned technical staff to discuss the production plan, schedule of shooting, and other logistical requirements for the shoot. The Service Provider shall present suggested treatment/pegs based from the AV script to be provided by the SMD. The service Provider shall secure all the equipment needed before the actual shooting.

b. Production

The service Provider will lead the shooting of video documentaries based from the final script. They will be visiting five (5) family beneficiaries from the different provinces/regions together with at least one (1) technical staff from the SMD.


| | |
|---|-------------|
| 3. The consulting firm's production team is competent and have at least 2 years of work experience in video production. The firm must submit detailed resumes of the members that will show their appropriate education, training, and experience in the development and production of AVPs. They must also submit a list of equipment to be used for the project. | |
| <ul style="list-style-type: none"> • Complete and detailed resumes of all the members of the production team with three (3) and above members with at least three (3) years of experience in the production of AVP • Complete and detailed resumes of all the members of the production team with one to two members with at least two (2) years of experience in the production of AVP | 30% |
| | 20% |
| Total | 100% |

The passing rate/score is **Eighty Percent (80%)**.

6. The DSWD now invites interested Consultancy Firms to submit the following:
 - a. Company Profile (highlighting the years and experiences of the firm and with proof of engagements);
 - b. SEC/DTI Registration;
 - c. Comprehensive Curriculum Vitae of the Production Team (with TOR or diploma, proof of experiences and trainings);
 - d. Price Quotation Form (Annex A);
 - e. Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
 - f. Mayor's/ Business Permit;
 - g. Income Tax Return; and
 - h. **Notarized** Omnibus Sworn Statement (Annex B)
7. **Project Duration Sixty (60) working days**
8. The required documents shall be submitted at the address below or through email at quotations@dswd.gov.ph not later than **05:00 p.m. of 13 September 2021**.
9. The Consultancy Firm shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements.

THE CHAIRPERSON

Bids and Awards Committee
c/o Bids and Awards Committee Secretariat
Procurement Management Service
DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Facsimile No.: (02) 951 7116
Telephone Nos.: (02) 931 8101 to 07 local no. 10090



RENE GLEN Q. PAJE
Undersecretary and Chairperson
Bids and Awards Committee

Annex A**Financial Proposal**RFP No.: 21-GOP-SVP-CF-009

| Particulars | Quantity | Total Contract Price (including all applicable taxes, amount in Phil. Peso) |
|---|-----------------|---|
| Hiring of Service Provider for the Video Documentary of Salaysay ng Buhay ng Pamilyang Pantawid and Kaagapay ng Pamayanan as Pantawid Pamilya Advocacy Materials | 1 | |

Name of Consultant: _____

Signature: _____

Date: _____

Annex B

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2021 at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]