

REQUEST FOR QUOTATION

Date: 30 May 2025

RFQ No. 2025-RFQ-0016

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

The **Philippine Center for Economic Development (PCED)**, through its Bids and Award Committee (BAC), intends to procure Video Production Services for the project **VIDEO PRODUCTION SERVICES FOR THE TRAINING ON IMPACT EVALUATION FOR RESEARCH, PROJECT, AND POLICIES** through **Section 34 - Small Value Procurement** of Implementing Rules and Regulation of Republic Act No. 12009 or the New Government Procurement Act.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00 PM of Friday, 6 June 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

THE CHAIRMAN

Chairperson, Bids and Award Committee

UPSEAA Room Library Building, UP School of Economics, Diliman, Quezon City 1101

Telephone No.: (02) 8-981-8500 local 3480

Email: bacsec@pced.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

a. **Mayor's Permit**

b. **Omnibus Sworn Statement and,**

If applicable, **Original Notarized Secretary's Certificate** in case of a corporation, partnership, or cooperative; or

Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder

c. **Proof of PhilGEPS Registration**

d. **BIR Certificate of Registration (BIR Form 2303)**

e. **Company's Work Portfolio** – including a list and description of recent similar undertakings

The Head of the Procuring Entity (HoPE) reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 70 of Implementing Rules and Regulation of Republic Act No. 12009 or the New Government Procurement Act., without thereby incurring any liability to the affected bidder/s.

For any clarification, you may contact the BAC Secretariat at 02-8-981-8500 loc 3480 or send email to bacsec@pced.gov.ph.

By the Authority of the Bids and Awards Committee:



THE CHAIRMAN

Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at bacsec@pced.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

VIDEO PRODUCTION SERVICES FOR THE TRAINING ON IMPACT EVALUATION FOR RESEARCH, PROJECT, AND POLICIES					
ITEM#	Description	Quantity	Bidder's Statement of Compliance (comply/not comply)	Unit Cost	Total Cost
1	DELIVERABLES: <ol style="list-style-type: none"> One (1) 3-5-minute introduction video for the Philippine Center for Economic Development (PCED); One (1) 3-5-minute introduction video for the UP School of Economics (UPSE); and One (1) 3-5-minute video on the training to be conducted from June 30 to July 25, 2025. <p>The videos shall be uploaded to Google Drive and ready for posting on the PCED and UPSE websites and social media platforms.</p>	3			
	-----Nothing Follows-----				
Total Price Offer (Inclusive of all costs and applicable taxes) >>>>>					

2.0	MINIMUM TECHNICAL SPECIFICATIONS	Bidder's Statement of Compliance (comply/not comply)
2.1	PRE-PRODUCTION: A script and storyboard must be submitted and approved before EXECUTION.	
2.2	VIDEO FORMAT AND RESOLUTION: Must be compatible with the PCED and UPSE websites and social media platforms.	
2.3	EQUIPMENT AND SOFTWARE: All equipment and software used shall be part of the service. No purchase of equipment or software shall be included.	
2.4	VIDEO SERVICE: <ul style="list-style-type: none"> PCED shall oversee and have access to all stages of pre-production, production and post-production. Video production includes all expenses before, during, and after production. This also covers payment for the services of all talents or production staff, location shoots, meals, transportation, taxes, and all other charges related to the video production. 	
2.5	CONTENT: All videos and graphic contents must be original to the project and exclusive to PCED.	
2.6	COPYRIGHT: PCED shall have copyright ownership of all video and graphic content, including raw footage and photos. No material shall be used for any other video or publication purpose other than those determined by PCED. For materials used by PCED for other videos and publications, the name of the video	

	production company must be included in the acknowledgement section of the published material.	
2.7	DATA PRIVACY: All video and graphic files shall be stored in a Google Drive accessible to PCED. At the end of the project, ownership of the drive shall be transferred to PCED. All files outside the drive shall be stored in an external drive owned by PCED.	
3.0	POST-QUALIFICATION REQUIREMENTS	Bidder's Statement of Compliance (comply/not comply)
3.1	MUST have at least one (1) to five (5) years of experience in producing videos for different organizations.	
3.2	PREFERABLY have implemented at least one (1) video production project for any government agency.	
3.3	MUST submit at least three (3) short video samples via email to pcedtraining1@gmail.com after opening of bids. <i>(only applicable to declared Single Calculated Bidder/Lowest Calculated Bidder)</i>	
3.4	MUST submit a list of ongoing projects, including titles and general client details (Name, Private/Government).	
4.0	DELIVERY PERIOD: The three (3) videos shall be submitted between August 25, 2025 and October 25, 2025.	
5.0	PLACE OF DELIVERY: Philippine Center for Economic Development UP School of Economics Building Osmeña corner Guerrero Sts. UP Diliman, Quezon City	
6.0	TERMS OF PAYMENT: Through check, At least Thirty (30) CD upon receipt of Delivery Receipt and Sales Invoice for Goods, or Service Invoice/Billing Statement for Services, and Acceptance by the End-User Unit.	

FINANCIAL OFFER:

VIDEO PRODUCTION SERVICES FOR THE TRAINING ON IMPACT EVALUATION FOR RESEARCH, PROJECT, AND POLICIES	
Approved Budget for the Contract: (Php360,000.00) (THREE HUNDRED SIXTY THOUSAND PESOS & 00/100)	Total Offered Quotation <i>(inclusive of all taxes and incidental expenses)</i>
	In Words: <hr/> <hr/> <hr/>
	In Figures: <hr/>
Company/Business Name: <hr/> <hr/> <hr/>	

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es