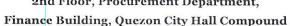


## Republic of the Philippines QUEZON CITY GOVERNMENT

BAC- Goods and Services 2nd Floor, Procurement Department,





## REQUEST FOR QUOTATION

SMALL VALUE PROCUREMENT (SECTION 53.9)

			Date :	February 7, 2023
			PR No. :	QCTD-23-VPS2-0157
٨	lame of Company	:		
Α	ddress	1		
C	Contact No.	:		
F	Project Title	PROCUREMENT PACKAGE)	T OF PHOTO EXHIBITION (PHOTOSHOOT	
	pproved budget of ne Contract	: Php 999,995.0	0	
E	nd-User/	QUEZON CITY	TOURISM DEPARTMENT	
Ir	nplementing Office	:		
	mit your quotatio	on duly signed by yo	tem/s described below, subject to the Terms and ou or your duly authorized representative not late	er than
			<b>O A.M.</b> Philippine Standard Time, togeth	ner with the following
docı	uments of your co	ompany:		
	1 2	PhilGEPS certificat Business Registrat	te (not expired on the time of opening of quotation (DTI/SEC)	ons);
	3 4	Mayor's/Business Tax Clearance; an	Permit (2023); d	
	5		tatement prescribed by QC BAC - Goods and S	
	6 7	If applicable, the inotarized statement	Tax Return (for FY 2021) (For ABCs above P500,0 JVA in case the joint venture is already in existenents from all the potential joint venture partners abide by the provisions of the JVA in the instance	ce, or duly stating that they

in a SEALED LONG BROWN ENVELOPE issued by QC BAC- Goods and Services.

ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAC Secretariat

## TERMS AND CONDITIONS

- 1. Bidders shall provide correct and accurate information required in this form in black ink only.
- 2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- 4. Quotation exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 7. The City General Services Department (CGSD) shall have the right to inspect the goods.
- 8. Non-submission of eligibility documents shall mean disqualification of Quotation.
- 9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind 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.
- 10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	Photoshoot Package (Photo Exhibition) inclusive of creative conceptualization and art di of 30 to 40 inspiring women, set design, three (3) documentary video of selected featured women, services, editing and enhancement of photos, mir of 40 canvas prints stretched on wooden frame, s inches, emulsification of canvas prints, delivery of canvas prints, individually wrapped  Team Composition:  - Creative Portrait Photographer - Set Designer - Art Director - 2 Photography Assistants - Production Manager	minute hair and make-up n. of 30 and max. size: 36 inches x 24	1		2
2	AVP Production/ Photo and Video Coverage inclusive of creative conceptualization, pre-even photo and video shoots, scriptwriting, editing, and minute video material, with soft copies of all the video footage, up to 3 revisions for the final video Team Composition:  - 1 director  - 1 head photographer  - 1 head videographer  - 1 aerial drone videographer  - 1 lighting assistant  - 1 editor/ animator  - 1 writer	n output of 3–5- still shots and	1		
3	Banner: tarpaulin made of quality material, 1mm x 8ft. x4 ft., water	proof Pc	4		

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	Packed Meals	Pack	200		
	steamed rice/ fried rice, one viand (choice of beef tapa, beef				
4	caldereta, chicken inasal, chicken adobo, fish fillet with tartar sauce,				
4	grilled pork chop, pork steak) one vegetable dish (choice of				
	lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables), fresh				
	fruit, coffee/ bottled water 350ml				
	Packed Snacks	Pack	200		
5	choice of tuna and cheese sandwich/ chicken teriyaki sandwich/				
	steak and cheese sandwich, with bottled water or juice 350mL				
	Rental of LED Wall, Light and Sound System	package	1 ·		
	For wide/ outdoor venue; inclusive of complete set-up of LED wall				
	and lights and sound systems; lights and sound system w/ MID HI		/		
	speakers, sub speaker, monitor speaker, handled microphone,				
6	wireless microphone, condenser microphone, digital mixer,				
	processor, mic stand, with lighting system, DMX control cables,				
	complete generator set, including manpower to install and				
	dismantle the same				
	Total Quoted Amount				

Amount in Words:	

## Other Requirements:

- Copy of Valid and Current Sanitary Permit issued by the Health Department.
- Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...) for item nos. 4 & 5.
- Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021
   Establishing the Quezon City Healthy Food Procurement Policy for item nos. 4 & 5.

Delivery Period	:	Thirty (30) Calendar Days
Warranty	÷	
		Signature over printed name
		Office Telephone No./Fax/Mobile No.
		Date
		E-mail Address