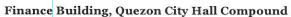


Republic of the Philippines QUEZON CITY GOVERNMENT

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





REQUEST FOR QUOTATION

SMALL VALUE PROCUREMENT (SECTION 53.9)

				Date : PR No. :	February 14, 2023 QCTD-23-VPS2-0157B
Name of Company					
Address					
Contact No.	1				
Project Title		OF PHOTO EXHI	BITION (PHOTO	SHOOT	
Approved budget of the Contract	PACKAGE) Php 999,995.00				
End-User/	× 2	OUDICM DEDAD	TMENT		
Implementing Office		OURISM DEPAR	IMENI		
Submit your quotation	best offer for the ite on duly signed by you Y 17, 2023, 10:00	or your duly autho	orized representativ	e not later	than
documents of your co		Timp	pine Standard Tim	c, togethe	With the following
1 2 3 4 5	PhilGEPS certificate Business Registration Mayor's/Business P Tax Clearance; and Omnibus Sworn Sta Income/Business Ta	ermit (2023); etement prescribed	by QC BAC – Goo	ds and Se	rvices
6 7	If applicable, the J\ notarized statemen	/A in case the joint ts from all the po	venture is already i	in existence partners s	e, 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, BAG 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 & DESCRIP	TION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	Photoshoot Package (Photo Exhibition inclusive of creative conceptualization of 30 to 40 inspiring women, set design, documentary video of selected featured services, editing and enhancement of plof 40 canvas prints stretched on wooder inches, emulsification of canvas prints, canvas prints, individually wrapped Team Composition: - Creative Portrait Photographer - Set Designer - Art Director - 2 Photography Assistants - Production Manager	and art direction, headshots three (3) minute women, hair and make-up notos, min. of 30 and max. In frame, size: 36 inches x 24	Package	1		
2	AVP Production/ Photo and Video Covinclusive of creative conceptualization, photo and video shoots, scriptwriting, eminute video material, with soft copies video footage, up to 3 revisions for the footage and the footage are composition: - 1 director - 1 head photographer - 1 aerial drone videographer - 1 BTS photographer - 1 lighting assistant - 1 editor/ animator - 1 writer	pre-event and event proper editing, an output of 3–5- of all the still shots and	Package	1		
3	Banner: tarpaulin made of quality material, 1mm x 8ft. x4	ft., waterproof	Pc	4		

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	Packed Meals	Pack	200		
	steamed rice/ fried rice, one viand (choice of beef tapa, be	eef			
	caldereta, chicken inasal, chicken adobo, fish fillet with ta	irtar sauce,			
4	grilled pork chop, pork steak) one vegetable dish (choice	of			
	lumpiang sariwa, pinakbet, chopsuey, stir fried vegetable	es), fresh			
	fruit, coffee/ bottled water 350ml				
	Packed Snacks	Pack	200		
5	choice of tuna and cheese sandwich/ chicken teriyaki san	dwich/			
	steak and cheese sandwich, with bottled water or juice 35	50mL			
	Rental of LED Wall, Light and Sound System	package	1		
	For wide/ outdoor venue; inclusive of complete set-up of				
	and lights and sound systems; lights and sound system v	/ MID HI			
	speakers, sub speaker, monitor speaker, handled micropl	none,			
6	wireless microphone, condenser microphone, digital mix	er,			
	processor, mic stand, with lighting system, DMX control				
	complete generator set, including manpower to install an	d			
	dismantle the same				
		Total Quoted Amount			
					<u> </u>

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