



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC- Goods and Services  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : February 14, 2023  
PR No. : QCTD-23-VPS2-0157B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Project Title : **PROCUREMENT OF PHOTO EXHIBITION (PHOTOSHOOT PACKAGE)**

Approved budget of the Contract : **Php 999,995.00**

End-User /  
Implementing Office : **QUEZON CITY TOURISM DEPARTMENT**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than

**FEBRUARY 17, 2023, 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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	<b>Photoshoot Package (Photo Exhibition)</b> inclusive of creative conceptualization and art direction, headshots of 30 to 40 inspiring women, set design, three (3) minute documentary video of selected featured women, hair and make-up services, editing and enhancement of photos, min. of 30 and max. of 40 canvas prints stretched on wooden frame, size: 36 inches x 24 inches, emulsification of canvas prints, delivery of the framed canvas prints, individually wrapped  Team Composition: <ul style="list-style-type: none"><li>- Creative Portrait Photographer</li><li>- Set Designer</li><li>- Art Director</li><li>- 2 Photography Assistants</li><li>- Production Manager</li></ul>	Package	1		
2	<b>AVP Production/ Photo and Video Coverage</b> inclusive of creative conceptualization, pre-event and event proper photo and video shoots, scriptwriting, editing, an output of 3–5-minute video material, with soft copies of all the still shots and video footage, up to 3 revisions for the final video material  Team Composition: <ul style="list-style-type: none"><li>- 1 director</li><li>- 1 head photographer</li><li>- 1 head videographer</li><li>- 1 aerial drone videographer</li><li>- 1 BTS photographer</li><li>- 1 lighting assistant</li><li>- 1 editor/ animator</li><li>- 1 writer</li></ul>	Package	1		
3	<b>Banner: tarpaulin</b> made of quality material, 1mm x 8ft. x4 ft., waterproof	Pc	4		



4	<b>Packed Meals</b> steamed rice/ fried rice, one viand (choice of beef tapa, beef caldereta, chicken inasal, chicken adobo, fish fillet with tartar sauce, grilled pork chop, pork steak) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables), fresh fruit, coffee/ bottled water 350ml	Pack	200		
5	<b>Packed Snacks</b> choice of tuna and cheese sandwich/ chicken teriyaki sandwich/ steak and cheese sandwich, with bottled water or juice 350mL	Pack	200		
6	<b>Rental of LED Wall, Light and Sound System</b> 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, 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	package	1		
		<b>Total Quoted Amount</b>			

Amount in Words: \_\_\_\_\_  
\_\_\_\_\_

<b>Other Requirements:</b>	
<ul style="list-style-type: none"><li>• <b>Copy of Valid and Current Sanitary Permit issued by the Health Department.</b></li><li>• <b>Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...) for item nos. 4 &amp; 5.</b></li><li>• <b>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 &amp; 5.</b></li></ul>	

Delivery Period : **Thirty (30) Calendar Days**

Warranty : \_\_\_\_\_

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address