



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : NOVEMBER 14, 2023

PROJECT NO. : OCM-23-VPS2-1432

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Project Title : VIDEO PRODUCTION PACKAGE (SANDY IN THE CITY)

Approved Budget of  
the Contract : Php3,000,000.00

End-User /  
Implementing Office : OFFICE OF THE CITY MAYOR

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 **NOVEMBER 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 the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2022) (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.

(SGD.) **MA. MARGARITA T. SANTOS, DPA**  
Chairperson, BAC- Goods and Services

TERMS AND CONDITIONS

- 1. Bidders shall **provide correct and accurate** information required in this form.
- 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 initialed 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>PRODUCTION COST</b> - 5 Shoot days Production team: Host, Director, Cam Operator 1 and 2, PM, Writer, Producer, Hair and Make -up	package	1		
2	<b>MEALS</b> - (Breakfast, Lunch, PM Snacks) - 10pax <b>Day 1 – Day 5:</b> <b>Breakfast</b> - Choices of pasta or sandwich or burger or pies or pastry and bottled water; <b>Lunch</b> - Choices of beef or pork or chicken or fish dish, plain rice, bottled water; <b>PM Snack</b> - Choices of pasta or sandwich or burger or pies or pastry and bottled water	day	5		
3	<b>Post Production</b> - Editing of music, graphics, color grading and mastering. Also includes scoring, sound design and audio post	package	1		
4	<b>Miscellaneous</b> - Wardrobe - Sandy's collared polo shirt for every episode <b>External hard drive</b> - 3TB, 2.5 inches HDD, USB 3.0, backward compatible with USB 2.0, 5,400rpm with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered Windows XP, Vista 7/8, MAC OSX 10.4 or above, with USB 3.0 cable and product guide	package	1		
5	<b>Transportation</b> - rental of two (2) vans to transport Production Team, crew and equipment to and from the shooting venue	day	5		
6	<b>Camera, lights and audio</b> - Rental of equipment to be used for the shoot; <b>Technical Requirements:</b> 2x LUMIX GH5 4K camera, 2x Prime lens set, 2x tripod, 4x LED lights, 2x DJ wireless microphones and 1x Boom mic; Includes cameramen, video switcher, video audio mixer, camera operator, cable men, technical director for video, and live stream operator, coverage for the whole duration of the shoot	day	5		
7	<b>Airtime</b> - 10 days broadcasting on T.V.	day	10		
	<b>Terms of Payment:</b> 10% - Upon Identifying QC Establishments 25% - First 5 Shoot Days				

	25% - Next 5 Shoot Days 20% - Submission of First 5 Materials 20% - Submission of Last 5 Materials				
	<b>***with attached Terms of Reference (TOR) which will form an integral part of this request for quotation***</b>				
<b>TOTAL:</b>					

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

**OTHER REQUIREMENTS:**

1.   Affidavit of Undertaking of the following:
  - The service provider must have an in-house production expertise, a creative team, and staff competent to conceptualize, script, shoot and edit requirements.
  - With at least five (5) years’ experience in producing food related content.
2.   List of Manpower Requirements supported by curriculum vitae:
  - HOST - Male, Food icon and have done food shows with strong following. Built credibility of where to eat and eat what he eats.
  - Director/DOP - college graduate. 5 years or more experience with food and travel shows. With creative and aesthetic on executing food and travel show.
  - Camera operator 1 - College graduate, With 5 years of experience. Have a good eyesight and hearing. Team oriented. Good observation skills and ability to concentrate for long period.
  - Camera Operator 2 -College graduate, With 5 years of experience. Have a good eyesight and hearing. Team oriented. Good observation skills and ability to concentrate for long period.
  - Writer - College graduate. 5 years’ experience in creative writing a food and travel show. Team oriented.
  - Production Manager -College graduate. Team Oriented. 5 years of experience for food and travel show. Must have a pool of production contacts to be able to meet the required budget. With excellent time management.
  - Producer -Graduate of film production or relevant field. 5 years or more experience with film production specifically of food and travel shows. Excellent time management.
  - Hair and Make Up - 5 years of experience or have gained skills in commercial or TV as a make-up artist.

(With attached Terms of Reference which will form an integral part of this request for quotation)

Delivery Period : Upon request by the end-user until December 31, 2023

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address