



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
(SECTION 53.9)

DATE : **November 07, 2023**

PROJ. NO. : **QCTD-23-VPS2-1549B**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **TOURISM VIDEO PROJECT FOR QUEZON CITY**  
Approved Budget of the Contract : **Php 500,000.00**  
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 **November 10, 2023, 10:00 AM** 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**.

  
**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.
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	<p><b>Tourism Video Project for Quezon City</b></p> <p>This document outlines the terms of reference for the production of a 3 to 5-minute Audio-Visual Presentation (AVP) showcasing the tourism attractions of Quezon City. The project aims to promote tourism in the city by featuring 35-50 key tourism sites, including hotels, restaurants, historical and cultural sites, and other relevant attractions. The project encompasses creative development, production, post-production, and other essential aspects.</p> <p>a) Creative Development:</p> <ul style="list-style-type: none"><li>- Conceptualization of the video project.</li><li>- Scriptwriting with up to three revisions.</li><li>- Photo boarding of the final script.</li></ul> <p>b) Production:</p> <ul style="list-style-type: none"><li>- Shooting duration: 5 days.</li><li>- A production team consisting of a director, producer, 5 cameramen, 2 drone operators, and 3 production assistants.</li><li>- Logistics and equipment, including but not limited to:<ul style="list-style-type: none"><li>• 5 cameras with tripods</li><li>• 2 drones</li><li>• Reflectors and gels.</li></ul></li></ul> <p>c) Post-Production:</p> <ul style="list-style-type: none"><li>- Video editing with up to three revisions to ensure high-quality output.</li><li>- Incorporation of 2D graphics (supers) as needed.</li><li>- Color correction for visual enhancement.</li></ul> <p>d) Soundtrack Post-Production:</p> <ul style="list-style-type: none"><li>- Selection and licensing of library music suitable for the video.</li><li>- Mixing of audio to ensure optimal sound quality.</li><li>- Audio-editing to sync sound and visuals seamlessly.</li><li>- Voiceover talent fee (VOX Talent) for narration.</li></ul> <p>e) Other Inclusions:</p> <ul style="list-style-type: none"><li>- Transportation: The project shall cover transportation expenses for the entire production crew to and from the shooting locations.</li><li>- Van rentals to cover the shoot locations within Quezon City.</li></ul>	package	1		

<p>- Meal Allowance: A meal allowance will be provided to all crew members during the 5-day shoot to ensure their well-being and productivity.</p> <p><b>AVP Production (Tourism Video)</b> 3 - 5 min. AVP; shooting duration: 5 days</p> <p>Creative: inclusive of conceptualization, scriptwriting with 3 revisions, photo boarding of final script</p> <p>Features: 35-50 tourism sites of Quezon City (Hotels, Restaurants, Historical and Cultural sites, and other tourism related sites)</p> <p>Production: 5 days' shoot with production personnel composed of director, producer, 5 cameramen, 2 drone operators, and 3 production assistants; Logistics and equipment: 5 cameras with tripod, 2 drones, reflectors and gels</p> <p>Post-production: video editing with 3 revisions, 2D graphics (supers), color correction,</p> <p>Soundtrack Post-production: library music and mixing, audio-editing, voiceover talent fee (VOX Talent)</p> <p>Other inclusion: Transportation and Meal Allowance of Crew</p> <p><b>(With attached Terms of Reference which will form an integral part of this bidding document)</b></p>				
TOTAL				

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

\_\_\_\_\_

<b>OTHER REQUIREMENTS:</b>
<ul style="list-style-type: none"><li>➤ Organizational Chart for the project</li><li>➤ Notarized Affidavit of Undertakings stating compliance to the following:<ul style="list-style-type: none"><li>a. Project Overview, Project Timeline, and Acceptable Criteria<ul style="list-style-type: none"><li>- (Please refer to the Section II &amp; III. of the Terms of Reference.)</li></ul></li><li>b) All rights to the final AVP, including copyrights, shall be transferred to the project end-user upon completion and payment</li></ul></li></ul>

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

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

\_\_\_\_\_  
Signature over printed name

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

\_\_\_\_\_  
Date

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

