



Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City

8988-4242 local 8712 / 8710 / 8709

[bacgoods.procurement@quezoncity.gov.ph](mailto:bacgoods.procurement@quezoncity.gov.ph)



BAGONG PILIPINAS

REQUEST FOR QUOTATION  
NEGOTIATED 53.9  
SMALL VALUE PROCUREMENT

DATE : NOVEMBER 25, 2024  
Project  
No. : QCRRMO-24-VPS2-1649

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PRODUCTION SERVICES FOR QC RISK COMMUNICATIONS PROCEDURES AND PROTOCOLS PLAYBOOK  
Approved Budget of the Contract : P 998,000.00  
End-User / Implementing Office : QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (PAISD)

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 28, 2024, 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 (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2023) (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**.

**NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.**

  
**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>PRODUCTION SERVICES FOR QC RISK COMMUNICATIONS PROCEDURES AND PROTOCOLS PLAYBOOK,</b></p> <p>PROJECT SCOPE OF WORK,</p> <p>The production team, in collaboration with PAISD and other concerned departments, will undertake the production of the videos, meetings and coordination of the whole production content within the city's premises. ✓</p> <p>The videos should highlight significant topics of the Quezon City's initiatives on:✓</p> <ul style="list-style-type: none"><li>1. Risk Communication</li><li>2. Protocols and process of city-wide communication</li><li>3. Emergency protocols/ Crisis Communication</li><li>4. Maximizing Social Media ✓</li></ul> <p>Work rendered by the outsourced production team, including raw footage and pictures, shall remain as property of the city government. ✓</p> <p>The production team may engage the services of actors and other independent film workers, provided the final output or the videos. ✓</p> <p>(With attached Terms of Reference which will form an integral part of this Request for Quotation) ✓</p>	lot ✓	1 ✓		
Total Quoted Amount:					

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

\_\_\_\_\_

Additional Requirement/s:
<ul style="list-style-type: none"><li>1) Organizational chart with project number and project title,✓</li><li>2) List of Manpower with project number and project title ✓</li><li>3) Catalog of AVPs and/or short films and/or documentaries produced,✓</li></ul>

Delivery Period : Upon issuance of Notice to Proceed until  
December 31, 2024 /

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

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

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

\_\_\_\_\_  
Date

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