

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V**

Regional Center Site, Rawis, Legazpi City, Albay

**REQUEST FOR QUOTATION**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

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

PhilGEPS Certificate No. \_\_\_\_\_

P.R. No. \_\_\_\_\_

NF 2403-0220

Date: \_\_\_\_\_

April 4, 2024

MOP: \_\_\_\_\_

WORLD BANK - SHOPPING

TIN: \_\_\_\_\_

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unticked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
			<b>ENGAGEMENT OF VIDEO PRODUCTION TEAM FOR THE PRODUCTION OF KALAHIDSS DOCUMENTARIES</b>			
	<b>1</b>	<b>lot</b>	<b>KALAHID-CIDSS Documentaries</b>			
			<b>Specific Tasks:</b>			
			<b>Pre-Production:</b>			
			Develop two (2) overall concept and scenario focusing on collective action for the documentaries;	<input type="checkbox"/> Comply		
			Present the overall concept during the Concept Development Meeting;	<input type="checkbox"/> Comply		
			Provide complete pre-production, production and post-production technical and support staff;	<input type="checkbox"/> Comply		
			Interview selected subjects for the documentaries particularly community volunteers, local government officials, key program staff of DSWD KALAHID-CIDSS;	<input type="checkbox"/> Comply		
			Visit the project sites and interact with the local communities who benefited from the KALAHID-CIDSS sub-projects;	<input type="checkbox"/> Comply		
			Develop the audio-video script and storyboard to be used in the videos;	<input type="checkbox"/> Comply		
			<b>Production:</b>			
			Perform appropriate video filming and shoot interviews with the subjects;	<input type="checkbox"/> Comply		
			Shoulder their own food, transportation and accommodation expenses during the shoot;	<input type="checkbox"/> Comply		
			Shoulder the expenses incurred in acquiring the travel requirements;	<input type="checkbox"/> Comply		
			Provide their own video, audio and other related office equipment for shooting;	<input type="checkbox"/> Comply		
			The video shoots are expected to take 3-5 days in any two (2) municipalities of Bicol region	<input type="checkbox"/> Comply		
			<b>Post-Production and Final Submission:</b>			
			Present the draft documentaries to KALAHID-CIDSS RPMO for comments about the content;	<input type="checkbox"/> Comply		
			Provide one (1) 2 TB external hard drive with raw video and stills;	<input type="checkbox"/> Comply		
			Provide audio and video editing software in editing the videos;	<input type="checkbox"/> Comply		
			Use copyright-free music;	<input type="checkbox"/> Comply		
			<b>Page 1 of 2</b>			
			<b>Approved Budget for the Contract:</b>			
			<b>PHP 250,000.00</b>			

**IMPORTANT REMINDERS:**

1. Price quotation/s must be valid for a period of \_\_\_\_ days from the date of submission.

2. **DELIVERY PERIOD: 30 days after the approval of sample material/s.**

3. **PLACE OF DELIVERY: As specified in the contract.**

4. The project shall be **AWARDED** as follows: ☒ (a) as one contract \_\_\_\_ (b) separate contracts per lot \_\_\_\_ (c) separate contracts per item

5. **TERM OF PAYMENT: CHARGED ACCOUNT**, unless specified.

6. **LIQUIDATED DAMAGES: one percent (1%) of every day of delay of the cost of undelivered portion until such time completion and acceptance of delivery of goods or services has been made.** Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

7. Required documents to submit:

- a. PhilGEPS Certification Number      b. Valid Mayor's or Business Permit      c. Latest Income Tax Return

8. As a condition for AWARD, you will be required to submit the following documents:

- a. Omnibus Sworn Statement b. \_\_\_\_\_

9. For any clarifications, you may contact the BAC Secretariat through [fo5kcpurchase@gmail.com](mailto:fo5kcpurchase@gmail.com) or 0910-017-0818

10. Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **APR 17 2024**

**JUDEX DONNEL G. LLAMOSO**  
BAC & Procurement Head

\_\_\_\_\_  
Signature Over Printed Name of Canvasser

\_\_\_\_\_  
Signature Over Printed Name of Bidder

## Regional Center Site, Rawis, Legazpi City, Albay

PhilGEPS Certificate No.

TIN:

WORLD BANK - SHOPPING

[illegible]

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**JUDEX DONNEL G. LLAMOSO**  
BAC & Procurement Head

Signature Over Printed Name of Canvasser

Signature Over Printed Name of Bidder



## TERMS OF REFERENCE

### HIRING OF SERVICE PROVIDER FOR THE PRODUCTION OF KALAH-CIDSS DOCUMENTARIES

**Introduction:**

The Kapit-Bisig Laban sa Kahirapan-Comprehensive Integrated Delivery of Social Services (KALAH-CIDSS) is facilitating empowerment in communities for improved access of services and increased participation in planning, budget and implementation through the community-driven development (CDD) strategy. As efforts and achievements increase due to the expansion of the project, it is greatly needed to recognize the efforts and achievements of community volunteers and the project.

Through the audio-video presentations focusing on collective action, these will assist in facilitating empowerment to the target audience.

**Objective:**

The overall objective of the assignment is to produce two (2) audio-video presentations with a special focus on any of the thematic areas such as gender mainstreaming, environment protection, indigenous people's welfare protection, disaster response, peace promotion, persons with disabilities (PWDs) welfare and/or improved local governance to promote empowerment as well as increase participation in communities.

**Qualifications and Standards:**

The service provider must:

1. Have at least five (5) years of progressive experience in film documentaries;
2. Competent in producing photo and video documentation materials; and
4. Have experience working on community-based projects and/or in community development.

**Specific Tasks:**

Under the direct supervision of the Social Marketing Officer III and support from KALAH-CIDSS Regional Project Management Office (RPMO), the service provider will be required to:

**PRE-PRODUCTION:**

- Develop two (2) 5-minute audio-video presentations' overall concept and scenario focusing on collective action;
- Present the overall concept during the Documentary Concept Development Meeting;
- Provide complete pre-production, production and post-production technical and support staff;
- Interview selected subjects for the documentary particularly community volunteers, local government officials, key program staff of DSWD KALAH-CIDSS;
- Visit the project sites and interact with the local communities who benefited from the KALAH-CIDSS sub-projects;
- Develop the Audio-Video script and storyboard to be used in the videos;

**PRODUCTION:**

- Perform appropriate video filming and shoot interviews with the subjects;
- Shoulder their own food, transportation and accommodation expenses during the shoot;
- Shoulder the expenses incurred in acquiring the travel requirements;
- Provide their own video, audio and other related office equipment for shooting;
- The video shoots are expected to take 3-5 days in any two (2) municipalities of Bicol Region;

**POST-PRODUCTION AND FINAL SUBMISSION:**

- Present a draft video to KALAHI-CIDSS RPMO for comments about the content;
- Provide one (1) 2 TB external hard drive with raw videos and stills;
- Provide their audio and video editing software in editing the videos;
- Use copyright-free music;
- Submit the final two (2) videos in MP4 format (4K resolution) as well as raw videos and stills 30 days after the approved material; and

**Technical Specifications:**

Job Name	Production of KALAHI-CIDSS Documentaries
Job outputs	Two (2) 5-minute videos (with English subtitles) 2 TB - Hard drive of all photo and video materials.

**Payment:**

The service provider will be paid 30 days after submission of the required outputs or deliverables. The submitted documents shall be duly certified and accepted by the Regional Director or his authorized representative.

Requested by:

  
**RANELLE ANNE M. SERTAN**  
End-User

Conforme:

\_\_\_\_\_  
Service Provider