

CONTRACT AGREEMENT

This **CONTRACT AGREEMENT** is entered into and executed by and between:

- (1) **THE CITY GOVERNMENT OF PASIG**, a local government unit existing under Philippine laws, with postal address at Pasig City Hall, Caruncho Avenue, Brgy. San Nicolas, Pasig City, Metro Manila, herein represented in this Act by its City Mayor, **Hon. Victor Ma. Regis N. Sotto** (the "**Procuring Entity**"); and
- (2) **DRVN BUSINESS CONSULTING CO.**, a company duly organized in accordance with and registered under the laws of the Philippines, and with business address at U-1508 Bldg. M, Urban Deca Homes, Ortigas Avenue Extn., Rosario, Pasig City, represented in this Act by **Ferry Ann Sb. Guillermo** (hereinafter referred to as the "**Supplier**").

WHEREAS, the Procuring Entity invited Bids for the procurement of **PACKAGED CONCEPT DEVELOPMENT, PRE-PRODUCTION, PRODUCTION, AND POST-PRODUCTION SERVICES FOR AUDIO-VISUAL PRESENTATION** under **RFQ NO. 100-23-11-7838** (the "Project") and has accepted the Bid by the Supplier in the sum of **TWO HUNDRED SEVENTY-ONE THOUSAND SEVEN HUNDRED PESOS (PHP 271,700.00)** (hereinafter called "**Contract Price**").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents as required by the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part/s of this Agreement, *viz.*:
 - i. Request for Quotation, including the Terms of Reference ("TOR") (**ANNEX "A"**);
 - ii. Winning bidder's bid (**ANNEX "B"**);
 - iii. Notice of Award of Contract, and the Bidder's conforme thereto (**ANNEX "C"**);
 - iv. Other contract documents that may be required by existing laws and/or the Procuring Entity. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, shall likewise form part of the Contract.**
2. Supplier shall complete the Project in accordance with the Terms of Delivery specified in the TOR.
3. In consideration for the sum of **TWO HUNDRED SEVENTY-ONE THOUSAND SEVEN HUNDRED PESOS (PHP 271,700.00)** the Supplier agrees to deliver the goods and/or perform the services of the contract in accordance with its Bid.
4. The Procuring Entity agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

5. When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned.
6. The Supplier grants the Procuring Entity all rights, title, and interest in and to any and all work product created for and in the course of this project, including all intellectual property rights therein and thereto.
7. The Supplier agrees that all information disclosed by the Procuring Entity during the procurement process and the implementation of this Agreement shall remain the sole and exclusive property of the Procuring Entity.
8. In the exercise of their rights and compliance with the obligations under this Agreement, the Parties shall observe and comply with Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", its implementing rules and regulations, as well as all issuances of the National Privacy Commission.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the date first written above.


CITY GOVERNMENT OF PASIG

DRVN BUSINESS CONSULTING CO.


By:

By:


HON. VICTOR MA. REGIS N. SOTTO
 City Mayor


FERRY ANN SB. GUILLERMO
 President/CEO

Signed in the presence of:


DENNIS L. RIVANO

Funds Appropriated:

Funds Obligated:


MS. MA. THERESA B. HERNANDEZ
 OIC - City Budget Officer


MS. JUVY A. CUENCO
 City Accountant

Funds Available:

Recommending Approval:


MS. MARITA A. CALAJE
 City Treasurer


ATTY. JERONIMO U. MANZANERO
 City Administrator

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PASIG CITY) S.S.

PASIG CITY

DEC 04 2023 BEFORE ME, a Notary Public for and in the _____, on this day of _____, 2023, personally appeared:

| Name | Government ID | Issue and Expiry Date |
|--------------------------------|-------------------------|--|
| FERRY ANN SB. GUILLERMO | <i>DRIVER'S LICENSE</i> | <i>Issued: March 2020 Expiry: Oct 18, 2024</i> |

Known to me to be the same person who executed the foregoing Contract consisting of three (3) pages, and who acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the entity they duly authorized to represent.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Doc. No. 285
Page No. 58
Book No. XV
Series of 2023.

ATTY. GERALD P. RUBIO
Notary Public - Pasig City, San Juan and Pateros
Until December 31, 2024
ROLL NO. 84083
IBP NO. 243415
PTR No. 9004629
APPOINTMENT NO. 276(2023-2024)
MCLE EXEMPTION NO. VIII-BEP002249
TIN NO. 238-919-765

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of Pasig on this day of **DEC 20 2023** 2023, Personally appeared Hon. Victor Ma. Regis N. Sotto, known to me and to be is known to be the same person who executed the foregoing instrument and who acknowledged to me that the same is his free and voluntary act and deed as well as that of the entity he represents.

This Instrument consists of three (3) pages, including this page in which this Acknowledgment is written and duly signed by the Parties.

WITNESS MY HAND SEAL AND NOTARIAL SEAL, on the date and place first above written.

Doc. No. 255
Page No. 56
Book No. XVI
Series of 2023.

ATTY. GERALD P. RUBIO
Notary Public - Pasig City, San Juan and Pateros
Until December 31, 2024
ROLL NO. 84083
IBP NO. 243415
PTR No. 9004629
APPOINTMENT NO. 276(2023-2024)
MCLE EXEMPTION NO. VIII-BEP002249
TIN NO. 238-919-765



REQUEST FOR QUOTATION

Date: 23 November 2023

RFQ No.: 100-23-11-7838

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Packaged Concept Development, Pre-Production, Production, and Post-Production Services for Audio-Visual Presentation – City Administrator’s Office** with an Approved Budget for the Contract (ABC) of **Php 400,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per item and/or the total Approved Budget for the Contract shall be rejected.

| Item No. | Item Description | Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small> | QTY | UOM | Approved Budget | | Price Offer | |
|----------|--|--|-----|-----|-----------------|------------|-------------|------------|
| | | | | | Unit Cost | Total Cost | Unit cost | Total Cost |
| 1 | One (1) Lot - Packaged Concept Development, Pre-Production, Production, and Post-Production Services for AVP with Two (2) segments, -A 5-minutes Graphic Animation or Audio-Video Presentation (AVP) that will help inform the public about the process in responding to FOI inquiries, grievances and suggestions lodged at the Office of the City Administrator and the Ugnayan sa Pasig Office, including responses to Frequently Asked Question on securing various services of the city (i.e. securing financial assistance, Senior Citizen's Cards, PWD Cards, Business permits, etc.) - A 1-minute Audio-Video Presentation (AVP) on Gender Sensitivity Awareness. - CREATIVE TREATMENT AND PRODUCTION 1. Pre-Production a. Supplier shall provide draft and final scripts for the AVP which shall be subject to approval of the Office of the the City Administrator (OCA) b. Supplier shall take charge of conceptualization of the story overall thematic flow and design look of the AVP based on the approved theme | | 1 | lot | 400,000.00 | 400,000.00 | | |

| | | | | | | | | | | |
|---|--------------|-------------------|--|--|--|--|--|--|--|--|
| <p>and final script.</p> <p>2. Production: Approximately 3 to 5 Shooting Days</p> <p>a. Supplier shall provide their own production equipment. Must include at least the following, but not limited to, high-definition cameras capable of 4K videos, wide, telephone, and prime lens, tripods, stabilizers, video lights, drone, teleprompter, wireless audio recorders, shotgun mics, audio interfaces and lavalieres</p> <p>b. Supplier shall cover all production crew-related expenses, including travel, transport, insurance, food, salary, professional fees and materials.</p> <p>3. Post-Production</p> <p>a. Supplier shall cover Editing: Offline Edit, Online Edit, Color Correction & Grading, Video Mastering and English subtitling (Filipino subtitling may be an option).</p> <p>b. Supplier shall cover Audio EQ, mixing, mastering, along with other relevant audio editing processes.</p> <p>c. Supplier shall cover Professional Fees for their own: Online Editor, Graphics Artists, Motion Designer, Researcher, Voice Over, Music Scorer, Copy Editor</p> <p>d. The supplier shall provide licensed music sound effects and voice over for website and social media use.</p> <p>e. 12-months file retention by the supplier.</p> | | | | | | | | | | |
| <p>Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p> | Total | 400,000.00 | | <p>DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed but not to exceed 31 December 2023.</p> | | | | | | |

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*



PASIG

OFFICE OF THE CITY ADMINISTRATOR
OFFICE OF THE CITY ADMINISTRATOR
TERMS OF REFERENCE

| | |
|----------------|--|
| Subject: | <p>One (1) Lot – Packaged Concept Development, Pre-Production, Production, and Post-Production Services for Audio-Video Presentation (AVP) of the City Government of Pasig Office of the City Administrator and Ugnayan sa Pasig Office, consisting of two segments:</p> <ol style="list-style-type: none"> 1. A 5-minute Audio-Video Presentation (AVP), which may include Graphic Animation elements, that will help inform the public about the processes in responding to Freedom of Information (FOI) inquiries, grievances, and suggestions lodged at the Office of the City Administrator and the Ugnayan sa Pasig Office, including responses to Frequently Asked Questions on securing various services of the city (i.e. securing financial assistance, Senior Citizen's Cards, Person with Disabilities (PWD), Business Permits, etc.); and 2. A 1-minute Audio-Video Presentation (AVP) on Gender Sensitivity Awareness. |
| Purpose: | <p>The AVP shall be shown and used as information material for constituents, taxpayers, and visitors of the Pasig City Hall, in order for them to fully maximize the services of the Office of the City Administrator and the Ugnayan sa Pasig Office. Tangentially, viewers may also learn about the frequently-asked-about services that other City Government of Pasig offices provide.</p> |
| Scope of Work: | <p>A. CONTENT AND FORMAT</p> <ol style="list-style-type: none"> 1. The AVP shall cover presentation of two main topics: <ol style="list-style-type: none"> a. Processes, Services, FAQs - processes in responding to Freedom of Information (FOI) inquiries, grievances, and suggestions lodged at the Office of the City Administrator and the Ugnayan sa Pasig Office, including responses to Frequently Asked Questions (FAQs) on securing various services of the city (i.e. securing financial assistance, Senior Citizen's Cards, PWD Cards, Business permits, etc.); and b. Gender Sensitivity Awareness 2. The AVP will be played in available kiosks, televisions, and monitors around the Office of the City Administrator and the Ugnayan sa Pasig Office. 3. The AVP shall have the following target duration: <ol style="list-style-type: none"> a. Processes, Services, FAQs – 5 minutes b. Gender Sensitivity Awareness – 1 minute c. The two AVPs shall have leeway for additional or less (+/-) 30 seconds buffer, should the end-user and the procured supplier deem fit for creative purposes. |



Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila

PANGALAN NG PASIG CITY

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

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| | |
|--|---|
| | <p>B. CREATIVE TREATMENT AND PRODUCTION</p> <p>1. Pre-Production:</p> <ul style="list-style-type: none">a. Supplier shall provide draft and final scripts for the AVP which shall be subject to approval of the Office of the City Administrator (OCA).b. Supplier shall take charge of conceptualization of the story, overall thematic flow, and design look of the AVP based on the approved theme and final script. <p>2. Production: Approximately 3 to 5 Shooting Days</p> <ul style="list-style-type: none">a. Supplier shall provide their own production equipment, must include at least the following, but not limited to, high-definition cameras capable of 4K videos, wide, telephoto, and prime lens, tripods, stabilizers, video lights, drone, teleprompter, wireless audio recorders, shotgun mics, audio interfaces, lavaliersb. Supplier shall cover all production crew-related expenses, including travel, transport, insurance, food, salary, professional fees, and materials. <p>3. Post-Production:</p> <ul style="list-style-type: none">a. Supplier shall cover Editing: Offline Edit, Online Edit, Color Correction & Grading, Video Mastering, and English subtitling (Filipino subtitling may be an option).b. Supplier shall cover Audio EQ, mixing, mastering, along with other relevant audio editing processes.c. Supplier shall cover Professional Fees for their own: Online Editor, Graphic Artists, Motion Designer, Researcher, Voice Over, Music Scorer, Copy Editor.d. The supplier shall provide licensed music, sound effects, and voice over for website and social media use.e. 12-months file retention by the supplier <p>C. EQUIPMENT, PRODUCTION STAFF, TALENT, AND OTHER SERVICE REQUIREMENT</p> <p>1. Equipment – Digital Video Camera, Tripod, Professional Lighting System, Drone (for aerial shots), green screen facilities (rental of studio) as needed, audio recording system for voice- over dubbings and interviews, digital video editing system (motion graphics, 3D animation, digital effects), non-linear editing system and other equipment as may be necessary.</p> <p>2. Production Staff and Editors – Supplier shall provide all production staff who shall complete all phases of the pre- production, production, and post-production of subject AVP</p> |
|--|---|



| | |
|--------------------|---|
| | <ol style="list-style-type: none"> 3. Talent – Supplier shall suggest talents for approval of end-user department. City Government of Pasig talents may be tapped and arranged by the supplier through the end-user department. 4. Provide licensed musical score for website, social media, and public screening. 5. All visual support required for the AVP must be provided by the supplier. 6. All production expenses shall be shouldered by the supplier including expenses incurred for food, transportation, and other logistics. 7. Supplier shall be responsible in securing necessary permits/reservations if video shoot is required outside City Government of Pasig property. 8. Location shoot shall be identified by the supplier either in the City Government of Pasig premises, City of Pasig vicinity, Metro Manila, or outside Metro Manila depending on the AVP requirement (estimated shooting of 3 to 5 days). 9. Video is subject to one (1) re-shoot and several re-editing until final approval. 10. Supplier shall closely coordinate with the Office of the City Administrator for City Government of Pasig-sourced materials. |
| AVP Format Output: | <p>Final Master Format:</p> <ol style="list-style-type: none"> 1. External hard drive for AVPs, high resolution AVI files, raw project files and materials. 2. MP4 for video file, at least full HD 1080p resolution. |
| Timeline: | Within 30 calendar days from issuance of Notice to Proceed. |
| Ownership: | The final AVP shall be owned by the City Government of Pasig (Pasig LGU), with appropriate credits to the creator/supplier. Reproduction, splicing or use of the AVP or any portion thereof in any other production shall pertain exclusively to the Pasig LGU. The supplier cannot use the AVP, including shots taken within the City Government of Pasig or City Government of Pasig personnel talents for any other purpose, without the express written consent of the City Government of Pasig. |
| Credentials: | Supplier must submit proof of delivery of AVP projects to at least two (2) government agencies. |



PASIG

OFFICE OF THE CITY ADMINISTRATOR

Prepared by

JAYNE ELLEN O. YANG
Administrative Officer II

Noted by:

ATTY. DIEGO LUIS S. SANTIAGO
Assistant City Administrator

ATTY. JERONIMO U. MANZANERO
City Administrator

Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila



PROVINCIAL GOVERNMENT OF PASIG

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Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement** (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)
 - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):




- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

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The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:

Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

DRVN® Business Consulting




PASIG

PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION

Date: 23 November 2023

RFQ No.: 100-23-11-7838

Name of Company: DRVN BUSINESS CONSULTING CO.
 Address: 1508-M Urban Deca Homes, Rosario, Pasig City
 Name of Store/Shop: DRVN Business Consulting
 Address: 1508-M Urban Deca Homes, Rosario, Pasig City
 TIN: 010-737-870-000
 PhilGEPS Registration Number: 202303340928955850529

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure Package Concept Development, Pre-Production, Production, and Post-Production Services for Audio-Visual Presentation – City Administrator's Office with an Approved Budget for the Contract (ABC) of Php 400,000.00, in accordance with Section 53.9 of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per item and/or the total Approved Budget for the Contract shall be rejected.

| Item No. | Item Description | Brand Name (PLEASE DO NOT LEAVE BLANK) | QTY | UNIT | Approved Budget | | Price Offer | |
|----------|--|---|-----|------|-----------------|------------|-------------|------------|
| | | | | | Unit Cost | Total Cost | Unit cost | Total Cost |
| 1 | <p>One (1) Lot - Packaged Concept Development, Pre-Production, Production, and Post-Production Services for AVP with Two (2) segments,</p> <p>-A 5-minutes Graphic Animation or Audio-Video Presentation (AVP) that will help inform the public about the process in responding to FOI inquiries, grievances and suggestions lodged at the Office of the City Administrator and the Ugnayan sa Pasig Office, including responses to Frequently Asked Question on securing various services of the city (i.e. securing financial assistance, Senior Citizen's Cards, PWD Cards, Business permits, etc.)</p> <p>- A 1-minute Audio-Video Presentation (AVP) on Gender Sensitivity Awareness.</p> <p>- CREATIVE TREATMENT AND PRODUCTION</p> <p>1. Pre-Production</p> <p>a. Supplier shall provide draft and final scripts for the AVP which shall be subject to approval of the Office of the the City Administrator (OCA)</p> <p>b. Supplier shall take charge of conceptualization of the story overall thematic flow and design look of the AVP based on the approved theme</p> | | 1 | lot | 400,000.00 | 400,000.00 | 371,700.00 | 271,700.00 |



John Doe

DRVN® Business Consulting



| | | | | | | |
|---|---------------------|-------------------|----------------------------|--|--|--|
| <p>and final script.</p> <p>2. Production: Approximately 3 to 5 Shooting Days</p> <p>a. Supplier shall provide their own production equipment. Must include at least the following, but not limited to, high-definition cameras capable of 4K videos, wide, telephone, and prime lens, tripods, stabilizers, video lights, drone, teleprompter, wireless audio recorders, shotgun mics, audio interfaces and lavalieres</p> <p>b. Supplier shall cover all production crew-related expenses, including travel, transport, insurance, food, salary, professional fees and materials.</p> <p>3. Post-Production</p> <p>a. Supplier shall cover Editing: Offline Edit, Online Edit, Color Correction & Grading, Video Mastering and English subtitling (Filipino subtitling may be an option).</p> <p>b. Supplier shall cover Audio EQ, mixing, mastering, along with other relevant audio editing processes.</p> <p>c. Supplier shall cover Professional Fees for their own: Online Editor, Graphics Artists, Motion Designer, Researcher, Voice Over, Music Scorer, Copy Editor</p> <p>d. The supplier shall provide licensed music sound effects and voice over for website and social media use.</p> <p>e. 12-months file retention by the supplier.</p> | | | | | | |
| <p>Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p> | <p>Total</p> | <p>400,000.00</p> | <p>P 271,700.00</p> | <p>inclusive of all applicable Gov't taxes</p> | | |
| <p>DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed but not to exceed 31 December 2023.</p> | | | | | | |

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered items; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

John B. ...



7838



PASIG

OFFICE OF THE CITY ADMINISTRATOR

OFFICE OF THE CITY ADMINISTRATOR

TERMS OF REFERENCE

| | |
|------------------------------|--|
| <p>Subject:</p> | <p>One (1) Lot – Packaged Concept Development, Pre-Production, Production, and Post-Production Services for Audio-Video Presentation (AVP) of the City Government of Pasig Office of the City Administrator and Ugnayan sa Pasig Office, consisting of two segments:</p> <ol style="list-style-type: none"> 1. A 5-minute Audio-Video Presentation (AVP), which may include Graphic Animation elements, that will help inform the public about the processes in responding to Freedom of Information (FOI) inquiries, grievances, and suggestions lodged at the Office of the City Administrator and the Ugnayan sa Pasig Office, including responses to Frequently Asked Questions on securing various services of the city (i.e. securing financial assistance, Senior Citizen's Cards, Person with Disabilities (PWD), Business Permits, etc.); and 2. A 1-minute Audio-Video Presentation (AVP) on Gender Sensitivity Awareness. |
| <p>Purpose:</p> | <p>The AVP shall be shown and used as information material for constituents, taxpayers, and visitors of the Pasig City Hall, in order for them to fully maximize the services of the Office of the City Administrator and the Ugnayan sa Pasig Office. Tangentially, viewers may also learn about the frequently-asked-about services that other City Government of Pasig offices provide.</p> |
| <p>Scope of Work:</p> | <p>A. CONTENT AND FORMAT</p> <ol style="list-style-type: none"> 1. The AVP shall cover presentation of two main topics: <ol style="list-style-type: none"> a. Processes, Services, FAQs - processes in responding to Freedom of Information (FOI) inquiries, grievances, and suggestions lodged at the Office of the City Administrator and the Ugnayan sa Pasig Office, including responses to Frequently Asked Questions (FAQs) on securing various services of the city (i.e. securing financial assistance, Senior Citizen's Cards, PWD Cards, Business permits, etc.); and b. Gender Sensitivity Awareness 2. The AVP will be played in available kiosks, televisions, and monitors around the Office of the City Administrator and the Ugnayan sa Pasig Office. 3. The AVP shall have the following target duration: <ol style="list-style-type: none"> a. Processes, Services, FAQs – 5 minutes b. Gender Sensitivity Awareness – 1 minute c. The two AVPs shall have leeway for additional or less (+/-) 30 seconds buffer, should the end-user and the procured supplier deem fit for creative purposes. |



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Handwritten signature



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| | <p>B. CREATIVE TREATMENT AND PRODUCTION</p> <p>1. Pre-Production:</p> <ul style="list-style-type: none"> a. Supplier shall provide draft and final scripts for the AVP which shall be subject to approval of the Office of the City Administrator (OCA). b. Supplier shall take charge of conceptualization of the story, overall thematic flow, and design look of the AVP based on the approved theme and final script. <p>2. Production: Approximately 3 to 5 Shooting Days</p> <ul style="list-style-type: none"> a. Supplier shall provide their own production equipment, must include at least the following, but not limited to, high-definition cameras capable of 4K videos, wide, telephoto, and prime lens, tripods, stabilizers, video lights, drone, teleprompter, wireless audio recorders, shotgun mics, audio interfaces, lavalliers b. Supplier shall cover all production crew-related expenses, including travel, transport, insurance, food, salary, professional fees, and materials. <p>3. Post-Production:</p> <ul style="list-style-type: none"> a. Supplier shall cover Editing: Offline Edit, Online Edit, Color Correction & Grading, Video Mastering, and English subtitling (Filipino subtitling may be an option). b. Supplier shall cover Audio EQ, mixing, mastering, along with other relevant audio editing processes. c. Supplier shall cover Professional Fees for their own: Online Editor, Graphic Artists, Motion Designer, Researcher, Voice Over, Music Scorer, Copy Editor. d. The supplier shall provide licensed music, sound effects, and voice over for website and social media use. e. 12-months file retention by the supplier <p>C. EQUIPMENT, PRODUCTION STAFF, TALENT, AND OTHER SERVICE REQUIREMENT</p> <ul style="list-style-type: none"> 1. Equipment – Digital Video Camera, Tripod, Professional Lighting System, Drone (for aerial shots), green screen facilities (rental of studio) as needed, audio recording system for voice-over dubbings and interviews, digital video editing system (motion graphics, 3D animation, digital effects), non-linear editing system and other equipment as may be necessary. 2. Production Staff and Editors – Supplier shall provide all production staff who shall complete all phases of the pre-production, production, and post-production of subject AVP |
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Caruncho Avenue, Bantogay San Nicolas, Pasig City 1606 Metro Manila

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PASIG

OFFICE OF THE CITY ADMINISTRATOR

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| | <ol style="list-style-type: none"> 3. Talent – Supplier shall suggest talents for approval of end-user department. City Government of Pasig talents may be tapped and arranged by the supplier through the end-user department. 4. Provide licensed musical score for website, social media, and public screening. 5. All visual support required for the AVP must be provided by the supplier. 6. All production expenses shall be shouldered by the supplier including expenses incurred for food, transportation, and other logistics. 7. Supplier shall be responsible in securing necessary permits/reservations if video shoot is required outside City Government of Pasig property. 8. Location shoot shall be identified by the supplier either in the City Government of Pasig premises, City of Pasig vicinity, Metro Manila, or outside Metro Manila depending on the AVP requirement (estimated shooting of 3 to 5 days). 9. Video is subject to one (1) re-shoot and several re-editing until final approval. 10. Supplier shall closely coordinate with the Office of the City Administrator for City Government of Pasig-sourced materials. |
| AVP Format Output: | <p>Final Master Format:</p> <ol style="list-style-type: none"> 1. External hard drive for AVPs, high resolution AVI files, raw project files and materials. 2. MP4 for video file, at least full HD 1080p resolution. |
| Timeline: | Within 30 calendar days from issuance of Notice to Proceed. |
| Ownership: | The final AVP shall be owned by the City Government of Pasig (Pasig LGU), with appropriate credits to the creator/supplier. Reproduction, splicing or use of the AVP or any portion thereof in any other production shall pertain exclusively to the Pasig LGU. The supplier cannot use the AVP, including shots taken within the City Government of Pasig or City Government of Pasig personnel talents for any other purpose, without the express written consent of the City Government of Pasig. |
| Credentials: | Supplier must submit proof of delivery of AVP projects to at least two (2) government agencies. |



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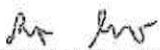


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Prepared by

JAYNE ELLEN O. YANG
Administrative Officer II

Noted by:

ATTY. DIEGO LUIS S. SANTIAGO
Assistant City Administrator




ATTY. JERRU JIM U. MANZANERO
City Administrator



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Facilitator

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Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPs website along with the following documents:

- Mayor's/Business Permit (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- PhilGEPs Registration Number
- Income Tax Return - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized Omnibus Sworn Statement (Form can be downloaded thru <https://www.secb.gov.ph/downloadable-forms/#tab-61412>)
 - Proof of Authorization: Secretary's Certificate if corporation, or Special Power of Attorney, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (for vaccines, toxoids and immunoglobulins only) (to be submitted upon delivery); and
- e. Certificate of Analysis (for anesthesia and antibiotics) (to be submitted upon delivery).

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

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The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:


Ferry Ann SB. Guillermo
Signature over Printed Name

Managing Partner
Position

Duly authorized to sign quotation/offer for and on behalf of DRVN BUSINESS CONSULTING CO.
(Please indicate Company Name)
drvnbusinessconsultingco@gmail.com
0920-981-4742 / 0995-425-4076

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NOTICE OF AWARD

DEC 04 2023

DRVN BUSINESS CONSULTING CO.
U-1508 Bldg. M, Urban Deca Homes,
Ortigas Avenue Extn., Rosario, Pasig City

Dear Sir/Madam:

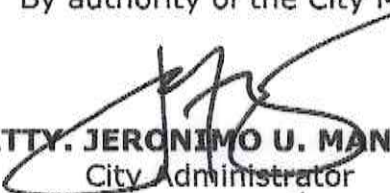
In connection with the NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT for the **Packaged Concept Development, Pre-Production, Production, and Post-Production Services for Audio-Visual Presentation for City Administrator’s Office** under **Request for Quotation No. 100-23-11-7838**, the Bids and Awards Committee resolved to recommend the award of the contract to **DRVN Business Consulting Co.** in the amount of **Two Hundred Seventy-One Thousand Seven Hundred Pesos (Php 271,700.00)**.


This serves as formal notice of the award of the contract in your favor. You are hereby requested to execute the contract with the City and to submit relevant documents as required under the Implementing Rules and Regulations of R.A. 9184, if any, within ten (10) calendar days upon receipt of this Notice. Failure to execute the contract and to submit relevant documents (as applicable) within the above-mentioned period may result in the cancellation of the award of the contract in your favor.

Very truly yours,

VICTOR MA REGIS N. SOTTO
City Mayor

By authority of the City Mayor:


ATTY. JERONIMO U. MANZANERO
City Administrator

Conforme: 
FERRY ANN SB. GUILLERMO
Authorized Representative
DRVN BUSINESS CONSULTING CO.

Date: *Dec. 04, 2023*