



## 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	<b>One (1) Lot - Packaged Concept Development, Pre-Production, Production, and Post-Production Services for AVP with Two (2) segments,</b> -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 &amp; 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><b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p>		<b>Total</b>	<b>400,000.00</b>		
<p><b>DELIVERY TERM:</b> Within <b>Thirty (30)</b> 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.*

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

 (02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

 pasigcity.gov.ph



**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"> <li>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</li> <li>2. A 1-minute Audio-Video Presentation (AVP) on Gender Sensitivity Awareness.</li> </ol>
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><b>A. CONTENT AND FORMAT</b></p> <ol style="list-style-type: none"> <li>1. The AVP shall cover presentation of two main topics:             <ol style="list-style-type: none"> <li>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</li> <li>b. Gender Sensitivity Awareness</li> </ol> </li> <li>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.</li> <li>3. The AVP shall have the following target duration:             <ol style="list-style-type: none"> <li>a. Processes, Services, FAQs – 5 minutes</li> <li>b. Gender Sensitivity Awareness – 1 minute</li> <li>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.</li> </ol> </li> </ol>



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

PANARON NG PASIGUENO

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



(02) 8643-1111 \* (02) 8641-1111 loc 1461 \* bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 3 of 8 | RFQ No. 100-23-11-7838 | RLD



**B. 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 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.

**2. Production: Approximately 3 to 5 Shooting Days**

- 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, lavaliers
- b. Supplier shall cover all production crew-related expenses, including travel, transport, insurance, food, salary, professional fees, and materials.

**3. Post-Production:**

- 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

**C. EQUIPMENT, PRODUCTION STAFF, TALENT, AND OTHER SERVICE REQUIREMENT**


- 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




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

PANAHON NG PASIGUERO

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

(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

 pasigcity.gov.ph



	<ol style="list-style-type: none"> <li>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.</li> <li>4. Provide licensed musical score for website, social media, and public screening.</li> <li>5. All visual support required for the AVP must be provided by the supplier.</li> <li>6. All production expenses shall be shouldered by the supplier including expenses incurred for food, transportation, and other logistics.</li> <li>7. Supplier shall be responsible in securing necessary permits/reservations if video shoot is required outside City Government of Pasig property.</li> <li>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).</li> <li>9. Video is subject to one (1) re-shoot and several re-editing until final approval.</li> <li>10. Supplier shall closely coordinate with the Office of the City Administrator for City Government of Pasig-sourced materials.</li> </ol>
AVP Format Output:	<p>Final Master Format:</p> <ol style="list-style-type: none"> <li>1. External hard drive for AVPs, high resolution AVI files, raw project files and materials.</li> <li>2. MP4 for video file, at least full HD 1080p resolution.</li> </ol>
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.

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




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

(02) 8643-1111 \* (02) 8641-1111 loc 1461 \* [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph) \* [pasigcity.gov.ph](http://pasigcity.gov.ph)



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

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

 (02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*  
 pasigcity.gov.ph

Page 6 of 8 | RFQ No. 100-23-11-7838 | RLD

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), 4<sup>th</sup> 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, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

---

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



(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

 pasigcity.gov.ph

Page 7 of 8 | RFQ No. 100-23-11-7838 | RLD

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](mailto: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)

---

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

 (02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph) \*

 [pasigcity.gov.ph](http://pasigcity.gov.ph)

Page 8 of 8 | RFQ No. 100-23-11-7838 | RLD