

**REQUEST FOR QUOTATION**

DRN: FOIX-PROC-DOC-2022-10-40904-S

RFQ NO. 2022-10-pr0993

DATE: 14-Oct-2022

**KALAHI-2022-10-615**

COMPANY NAME :  
COMPANY ADDRESS :  
CONTACT PERSON :  
CONTACT NO. :  
COMPANY TIN :

**POSTED**  
GEPSS REF No. \_\_\_\_\_  
DATE: 10/25/2022  
SIGNATURE: \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate **TECHNICAL SPECIFICATIONS** could be basis for non-compliance. Also, furnish us with the descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please submit this form together with Annex A to **DSWD FO IX BAC OFFICE** on or before Nov. 07 2022 @ 5:00 PM.

Very truly yours,

**RENATO G. FOJAS**  
Procurement Officer

Terms and Conditions:

**PURPOSE : FOR SUCCESS STORY DOCUMENTATION.**

**PR NUMBER : 2022-10-0993**

1. Award shall be made on per :     Item Basis    Lot Basis
2. Quotation validity : 20 CALENDAR DAYS FROM BID OPENING
3. Delivery Period : 30 days after received of PO
4. Delivery Area : DSWD FO-9, Zamboanga City
5. Terms of payment : 30 days after the delivery of goods.
6. Liquidated Damages/Penalty : 1/10 of 1% of undelivered portion x No. of days of delay
7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
8. Warranty : N/A
9. Performance Security : N/A

**9. Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit Philgeps website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.**

TAKE NOTE :

**BUSINESS/MAYOR'S PERMIT CY 2022**  
**INCOME/BUSINESS TAX RETURN if ABC ABOVE 500K**  
**omnibus sworn statement if ABC ABOVE 500K**

(signature over printed name)

Supplier

PHILGEPS NO.: \_\_\_\_\_

PHILGEPS EXPIRY: \_\_\_\_\_



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**KALAHI CIDSS- ADDITIONAL FINANCING**

**TERMS OF REFERENCE**

**Hiring of Service Provider for the Video production and documentation for the  
KALAHI CIDSS PROGRAM**

**I. Scope of Work and Responsibilities**

The service provider is expected to do the following:

1. Coordinate with the representatives of DSWD KALAHI-CIDSS Capability Building Unit upon receipt of the Notice to Proceed;
2. Attend and participate in all arranged DSWD KALAHI-CIDSS orientation relative to the event
3. Full photo and video documentation of the KALAHI-CIDSS - activities
4. Produce a same-day edit (SDE) video highlights of the CDD Congress;
5. Produce 6 videos of KALAHI CIDSS Success stories /accomplishments
5. Manage and ensure continuous live streaming of the event; and
6. Follow the DSWD branding guidelines and protocols;

At the end of the contract, the service provider is expected to submit a hard drive containing all photo and video materials taken and produced during the event.

**II. Technical Specifications**


Job Name	Video Production and Documentation KALAHI CIDSS
Job outputs	<ul style="list-style-type: none"><li>- Activity highlights during the conduct of CDD Congress in Ipil, Zamboanga Sibugay</li><li>- 6 success stories video production (cinematic style using DSLR camera)</li><li>- High-definition output</li><li>- Hard drive photo and video outputs (raw and final files)</li></ul>
Timeline	2022 Q4



**III. Deliverables and Schedule of Payment**

Deliverable	Timeline	Payment
Video Production - 6 success stories / videos of KALAHI CIDSS	November 30, 2022	70%
Event live streaming, and event highlights SDE	Day of the event	None
Submission of hard drive with all files and media collaterals taken from the event	3 days after the event – CDD Congress	30%
Total		100%

Prepared by:

  
**ABEGAIL T. LUNA-TIMTIM**  
Training Specialist IV

Noted by:

  
**EVANGELINE A. POQUITA**  
Division Chief Promotive Division

Recommending Approval:

  
**SALMAH LAO MANALOCAN-BASHER, RN, MAN, PhD, DScN, CESE**  
Assistant Regional Director for Operations

Approved/Disapproved:

  
**RIDUAN R. HAD MUDDIN, CESO IV**  
Regional Director