



Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

REQUEST FOR QUOTATION

Date: 21 September 2023
RFQ No.: 042-2023

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number: _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Audio Visual Presentation for the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) Onboarding Process** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 28 September 2023**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG

Chairperson, Bids and Awards Committee

Unit 2506, Raffles Corporate Center, 1605 Emerald Ave, Ortigas Center, Pasig

Telephone No.: (+632) 7900-6740 to 41 and 43 to 44

Email: bacsec@gppb.gov.ph

The interested service provider shall also submit the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. Mayor's/Business Permit;
- b. Notarized Omnibus Sworn Statement; and
- c. Latest Income and Business Tax Return

For any clarification, you may contact the BAC Secretariat at (+632) 7900-6740 to 41 and 43 to 44 or send email to bacsec@gppb.gov.ph.

JULIE D. ABRIGO

Vice Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at bacsecgppb@gppb.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Audio Visual Presentation for the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) Onboarding Process

Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected.		
Audio Visual Presentation for the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) Onboarding Process		
I. The following information shall be included in the AVP:		
<ul style="list-style-type: none"> • Message from the Executive Director • GPPB-TSO function, Quality Policy Statement, mission, vision and core values 		
<ul style="list-style-type: none"> • Function of each GPPB-TSO division 		
<ul style="list-style-type: none"> • Public service values 		
<ul style="list-style-type: none"> • Code of conduct of public employees and officials 		
<ul style="list-style-type: none"> • GPPB-TSO internal office rules and regulation consisting of the following: <ul style="list-style-type: none"> - Time and attendance recording - Office hours - Leave application - Compensation, allowances, and benefits - Uniform or prescribed office attire - Use of GPPB-TSO facilities - Request for office supplies - Request for vehicle - Shuttle service availment - Centralized incoming and outgoing of documents and use of Document Management System - Classification of administrative offenses and penalties - Grievance Machinery 		
<ul style="list-style-type: none"> • HRIS 		
<ul style="list-style-type: none"> • BUDGET Union 		
<ul style="list-style-type: none"> • Gender and Development <ul style="list-style-type: none"> ❖ Rape Law Amended ❖ Anti Violence against women and their children act of 2004 ❖ Anti sexual harassment act of 1995 ❖ RA 9710: Magna Carta on Women ❖ Safe Spaces Act of 2019 ❖ Gender Sensitivity ❖ Sex – Disaggregated tool for new employees 		
<ul style="list-style-type: none"> • Hiring, promotion and selection process 		
<ul style="list-style-type: none"> • Processing of salaries 		

• Procurement protocols		
• Freedom of Information		
• ICT protocols		
• SPMS guidelines		
• QMS / ISO 9001:2015 Information		
Other Requirements		
• The service provider shall use motion graphics, 3D animation, background music (free from royalty fee) and other information graphics. The AVP shall include voice over.		
• The resolution shall be at least 1080 x 720 pixel		
• The service provider shall be responsible in developing the concept/script and storyboard. Materials to be used shall be free from copyright infringement, hence, the service provider shall obtain permission from the owner before using such material.		
• The service provider shall submit the list of personnel to be assigned for the development of AVP with their qualification and experience		
• The service provider shall submit its plan of approach and methodology for its proposed AVP together with their quotation. Interested service providers shall be required to submit a sample AVP previously completed for rating purposes		
• Raw video footages, pictures and other materials (hard and soft copies) used in the production of the AVP shall be the property of the GPPB-TSO and shall be turned over to the Administrative Division in USB for soft copies before the issuance of acceptance.		
The service provider shall be evaluated based on the following criteria: A. Quality of Personnel: 30 B. Experience and capability of the Service Provider: 20 C. Plan of Approach and Methodology: 50		
Delivery Period:		
Inception report 5 calendar days from receipt of signed PO		
1st draft concept/script and storyboard 20 calendar days from submission of inception report		
Revised, if necessary 10 calendar days from receipt of comments		
Presentation of initial AVP 15 calendar days from approval of concept/script and Storyboard		
Presentation of revised AVP 5 calendar days after the initial presentation		
Submission of final AVP in HDD and USB 5 calendar days from approval of the revised AVP		
*****nothing follows*****		

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

The service provider shall be paid upon submission of billing statement and inspection and acceptance report issued by the Administrative Division.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank):

Bank Branch: _____

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Audio Visual Presentation for the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) Onboarding Process	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
<p>Six Hundred Thousand Pesos (PhP600,000.00)</p>	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

EVALUATION CRITERIA AND WEIGHTS

Quality based evaluation procedure shall be used in determining the Highest Rated and Responsive Quotation using the following criteria and their corresponding numerical weights:

	WEIGHTS	TOTAL
A. Quality of Personnel		30
a. Experience	15	
• More than 10 years in producing AVP	15	
• 6 to 10 years	10	
• 5 years	5	
b. Qualification	15	
• Bachelor's degree	15	
• Undergraduate	10	
B. Experience and capability of the service provider		20
a. Experience	10	
• More than 6 years	10	
• 4 to 6 years	6	
• 3 years	3	
b. Capability	10	
• More than 6 projects completed	10	
• 4 to 6 projects completed	6	
• 3 projects completed	3	
C. Plan of Approach and methodology		50
• Clarity in conveying the message of the AVP	10	
• innovativeness	10	
• story pacing	10	
• effective use of animation and graphics	10	
• quality of the AVP	10	