

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT
Field Office VII
MJ Cuenco Avenue, Cebu City
Telephone No. 233-0261

REQUEST FOR QUOTATION OF GOODS
SHOPPING

Date of Request: **November 21, 2024** RFQ No. **2024-0164 KC-FO7**

Company name: _____
Address: _____
Contact Person: _____
Contact Number: _____

Sir/Madam: _____

1. The National Community Driven Development Project - Additional Financing (NCDDP-AF) hereby requests you to submit price quotations for the following items in Annex A:

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service providers offering the lowest evaluated price on per;

Item Basis *Total Quoted* *Lot Basis*

3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s) / service provider(s) providing after sales service facilities in the Philippines.

4. The deadline for receipt of your quotation (s) by the KC-NCDDP-AF at the address indicated in the Paragraph 6 is: **November 25, 2024 at 1:00 PM.**

5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

a. Prices: The prices should be quoted for the **Provision of AVP with Photo & Video Coverage.**

b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:

- i. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
- ii. where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- iii. if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

iv. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.

v. **Validity of the Offer:** Your quotation(s) should be valid for a period of sixty (60) calendar days from the deadline for receipt of quotation(s) indicated in the paragraph 4 of this Request for Quotation.

vi. If the supplier/service provider withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the supplier(s)/ service provider(s) will be excluded from the list of NCDDP-AF suppliers for the project for two years.

vii. If the supplier/service provider does not start the delivery or perform the services under the contract/PO within 30 days (after signing of the contract) without valid reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s; otherwise re-canvass.

viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of one percent of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: **DSWD Field Office VII- Kalahi CIDSS Office**
M.J. Cuenco Ave. cor. Gen. Maxilom Ave., Cebu City

Telephone : **(032) 233-8785; 233-0261; 231-2172 local 17126**

E-mail Address : **kalahiaf7.procurement23@gmail.com**

7. Please confirm by fax / e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely yours,

ENGR. EMMANUEL M. EDLES

Head, Procurement Management Section

Contact #: **(032) 233-8785; 233-0261; 231-2172 local 17126**

(Signature over printed name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **2024-0164 KC-FO7**

Date: **November 21, 2024**

Company Name : _____
 Company Address : _____
 TAX ID No.: _____
 Contact Person : _____
 Contact No. : _____


Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	1	lot	PROVISION OF AVP with PHOTO & VIDEO COVERAGE			
			QUALIFICATIONS & STANDARDS OF SERVICE PROVIDER:			
			The service provider must be: a. Knowledgeable and capable of documenting activities and events in video and photo; b. Have at least three (3) years of progressive experience and proven track record in event organizing (indoor and outdoor); c. Have excellent video documenting skills; d. Proficiency in photo and video editing software/applications; e. Ability to finish the documentation on time based on the work given; f. Profile/portfolio that includes a list of previous clients, particularly in government agencies; g. Good track record in the field and competent in producing high-quality stage			
			Generally, the Service Providers shall: a. Coordinate with the representatives from the Capacity Building & Social Marketing Unit of DSWD KALAHI-CIDSS Regional Program Management Office b. Anticipate potential operational problems and take appropriate action to mitigate them. c. For Events: Must set-up and be present at least 2 hours before the event d. Must produce all other event requirements discussed during the conceptualization meeting			
			DELIVERABLES:			
			A. KALAHI - CIDSS Documentary Video (5)			
			(4) video documentaries (1 per province) of stories of hand-picked exemplary community volunteers with the SP in their community			
			Specifications: 1. Target Date of Shoot: last week-1st week of December 2024 2. Target Run Time: 4-5 minutes each 3. Revisions: 3 revisions per video Inclusions: 1. Accommodation for the production team 2. Meals for the production team 3. Fare (Boat) for the production team KALAHI-CIDSS will provide: 1. Identification of the exemplary community volunteers, interviewees, and the coordination of the venue/location. 2. AVP Script 3. Van Transportation to the venue/location. Note: All photos and videos captured during the shoot will be collected after submitting the final output			
			(1) video documentary (shot in all provinces) highlighting hand-picked exemplary subprojects with community volunteers as conclusion to NCDDP-AF			

Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
			<p>Specifications:</p> <ol style="list-style-type: none"> 1. Target Date of Shoot: 2nd week of December 2024 2. Target Run Time: 4-5 minutes each 3. Revisions: 3 revisions per video <p>Inclusions:</p> <ol style="list-style-type: none"> 1. Accommodation for the production team 2. Meals for the production team 3. Fare (Boat) for the production team <p>KALAHI-CIDSS will provide:</p> <ol style="list-style-type: none"> 1. Identification of the exemplary subprojects, interviewees, and the coordination of the venue/location. 2. AVP Script 3. Van Transportation to the venue/location. <p>Note: All photos and videos captured during the shoot will be collected after submitting the final output</p>			
			B. KALAHI - CIDSS Event Coverage			
			<p>Title of Activity: Program Review and Evaluation Workshop Date: November 28-29, 2024 Venue: Golden Prince Hotel, Cebu City</p>			
			<p>Specifications:</p> <ol style="list-style-type: none"> 1. Photo and Video Coverage for Activities during Nov. 28 - 29 2. Final Output: 5-minute Same Day Edit (SDE) Video for the whole event to be presented at the end of the program on Nov. 29 3. Team Composition: (2) Photo Cams, (1) Video Cam <p>Inclusions:</p> <ol style="list-style-type: none"> 1. Transportation to the Venue 2. Photobooth Set-up operating for 3 hours on Nov. 29 3. 360 Video Booth Set-up operating for 3 hours on Nov. 29 <p>KALAHI-CIDSS will provide:</p> <ol style="list-style-type: none"> 1. Meals for the production team <p>Note: All photos and videos captured during the event will be collected after submitting the final SDE</p>			
			<p>Eligibility Requirements:</p> <ol style="list-style-type: none"> 1. Mayor's/Business Permit 2. Security and Exchange Commission Certificate (SEC/Department of Trade and Industry Certificate (DTI)/Cooperative Development Authority Certificate(CDA) 			
			XXXXXXXX			
Charge to: KC-NCDDP AF Funds						
End User: KC-NCDDP AF						
					Total	

PURPOSE: Provision of AVP with Photo & Video Coverage

PR No. 2024-0164 KC-FO7

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) or Letter Order (L.O.) within three (3) days from the date of receipt. FAILURE to sign the original P.O. / L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.



EDLYN S. CANGQUE
 Canvasser
 Contact #: +63-977-121-7434

 (Signature over printed name)
 Supplier