

**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: **April 4, 2024** ✓

RFQ No. **2024-0040 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:  
**April 11, 2024 at 11:00 AM.**

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 Photo and Video Coverage Services for KALAHI-CIDSS** ✓  
**Summit.**

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](mailto: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

Annex A

RFQ No. 2024-0040 KC-FO7  
Date: April 4, 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	<p><b>PROVISION OF PHOTO AND VIDEO COVERAGE SERVICES</b></p> <p><i>Specifications:</i>                      Name of Activity : KALAH-CIDSS Summit (Preparation and Conduct)                      Date of Activity: April 22-26, 2024                      Venue: Within Metro Cebu</p> <p><b>Qualifications and Standards</b></p> <p><i>The service provider must be:</i></p> <ul style="list-style-type: none"> <li>* Knowledgeable and capable to document activities and events in video and photo;</li> <li>* Have at least two (2) years of progressive experience and proven tract record in event organizing (indoor and outdoor);</li> <li>* Have excellent video documenting skills</li> <li>* Proficiency in photo and video editing software/applications;</li> <li>* Ability to finish the documentation on time based on the workgiven;</li> <li>* Profile/portfolio that includes a list of previous clients, particularly in government agencies;</li> <li>* Good tract record in the field and competent in producing high-quality stage</li> </ul> <p><b>Generally the Service Providers shall:</b></p> <ul style="list-style-type: none"> <li>* Coordinate with the representatives of KALAH-CIDSS Regional Program Management Office</li> <li>* Use event operations knowledge and initiative to participate effectively in event set-up, and operation.</li> <li>* Anticipate potential operational problems and take appropriate action to mitigate.</li> <li>* Provide on-site staging and production assistance</li> <li>* Must set-up and be present a day before the event for the set-up, rehearsal and run-through of the event.</li> <li>* Must produce all other event requirements discussed during the conceptualization meeting.</li> </ul> <p>* Photo and Video Documentation with same-day-edit                      * To cover the 6-day National KALAH-CIDSS Summit  <b>21, 22, 25 and 26, 2024 (full days)</b>                      * 3 photo cams                      * 3 video cams                      * 1 video cam for live feed                      * 360 cam set-up (Except April 21, 2024)</p> <p><b>April 23, 2024</b>                      * 2 photo cam                      * 2 video cam                      * Photowall                      * Customized Photobooth</p> <p><b>April 24, 2024 (to include fun run)</b>                      * 2 photo cam                      * 2 video cam                      * with drone                      * 360 cam set-up                      * Customized Photobooth</p>			

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><b>Other Needs:</b></p> <ul style="list-style-type: none"> <li>* Edited materials should be submitted at least a week after the event in HD file</li> <li>* Raw materials should be submitted</li> <li>* Photo, video and SDE must be saved in flash drive</li> <li>* No food allowance</li> <li>* At least 60 minutes video output</li> <li>* With at least 2 revisions</li> <li>* Maximum 7 minutes same-day-edit for day 1, 4 and 5</li> <li>* Follow shot list</li> <li>* Photo wall and All Foyer Tarps printing</li> <li>* Photo booth and 360 Camera services on stated dates</li> <li>* To include live feed set-up and FB Live streaming</li> <li>* Submission of required designs as per set deadline</li> </ul> <p><b>Eligibility Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Mayor's/Business Permit</li> <li>2. Security and Exchange Commission Certificate (SEC/Department of Trade and Industry Certificate (DTI)/Cooperative Development Authority Certificate(CDA)</li> </ol>			
Charge to: KALAHI-CIDSS Funds				<i>Total</i>		

PURPOSE : Video/Photo coverage for the specified event/activity on April 22-26, 2024

PR No. 2024-0040 KC-F07

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**  
 (Signature over printed name)  
 Canvasser  
 Contact #: +63-977-121-7434

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier