



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 310-0037



ARISTOGERSON T. GESMUNDO
Chairman

ARIAY R. ROSALES
Vice-Chairperson

MARIA LUKA M. HERNANDEZ
Member

HENRIETTA MARVAEZ
Member

MARIE JANE L. EDQUIO
Member

KAREN M. MAGSALIN
Provisional Member, Non-IT Projects

GREGORIO DELORO
Provisional Member, IT Projects

SECRETARIAT:

ROMEL S. RUIZ
Secretary

MARGIERY D. DULIN
Member

GLENN I. PAJARON
Member

CHRISTOPHER A. MAYO
Member

LEZEL F. BURAGA
Member

REQUEST FOR QUOTATION (Negotiated Procurement)

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project: **Procurement of Audio Visual Presentation Production - REBID**

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B", for your reference.

For inquiries you may email at prcbac2013@gmail.com or you may call the BAC Secretariat at Facsimile No. (02) 310-0037.

Thank you.

Very truly yours,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **Procurement of Audio Visual Presentation Production** in accordance with Section 53.9 (Small Value Procurement) of The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Procurement of Audio Visual Presentation Production – REBID. RFQ – NP No. 2017 – 15

Approved Budget for the Contract: Four Hundred Ninety Five Thousand Pesos (P495,000.00)

Location : Professional Regulation Commission
P. Paredes St., Sampaloc, Manila

Specification : See attached **Annex "A"** for the Term of Reference and **Annex "B"** for Financial Bid.

Delivery Date : Project must be completed within Twenty – Five (25) calendar days upon receipt of Notice to proceed.

Interested bidders who are legally, technically and financially capable may submit their duly accomplished sealed quotation in the provided form (**Annex "B"**), duly signed by the owner or his duly authorized representative on or before **1:00 o'clock in the afternoon of November 28, 2017** at the BAC Office, QMS Section, 3rd Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time the sealed envelope containing the quotation will be opened at the Conference Room, 2nd Floor PRC Main Building, in the presence of the representative who may choose to attend.

Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Valid Mayor's / Business Permit.
2. PhilGEPS Registration Number
3. Income / Business Tax Return
4. Omnibus Sworn Statement

****For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)***




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PRC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the BAC Secretariat at Facsimile No. 310-0037

Very truly yours,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman




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ANNEX "A"


ARISTOGERSON T. GESMUNDO

Chairman


AIRJAY R. ROSALES
Vice-Chairperson


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TERM OF REFERENCE (TOR)

PROCUREMENT OF AUDIO VISUAL PRESENTATION PRODUCTION- REBID

(Through Negotiated Procurement Pursuant to Section 53.9 of
the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

I. OBJECTIVE

To engage the service of the film / media production outfit to produce infomercials promoting the Professional Regulation Commission (PRC) and its service. These videos will advertise PRC innovations and should complement other PR campaign efforts of the Commission.

II. SCOPE OF WORK

The Contracted film / media production outfit shall undertake the following:

- a. Animation of storyboard in coordination with PRC;
- b. Script / storyboard development training 101;
- c. Script / storyboard development;
- d. Cinematography, actual shooting and production works;
- e. Five (5) days actual shoot production;
- f. Post production activities including, but not limited to:
 1. video editing of raw footage;
 2. writing, recording and editing of audio track;
 3. adding of 3D/2D motion effects, as applicable; and
 4. transferring of film / video to desired media format.

III. DELIVERABLES

The bidder must submit the following output:

1. One (1) Audio Visual Presentation/Production (AVPP) in Full High Definition (HD) video format with a duration of Five (5) minutes; and
2. Two (2) Audio Visual Presentations/Productions (AVPPs) in High Definition (HD) video format with duration of Two (2) to Three (3) minutes per Audio Visual Presentation/Production.

IV. BIDDER PRE-QUALIFICATIONS


1. The bidder must have been operating as a film / media production outfit for at least 10 years.
2. The bidder must have previous experience in the production of infomercials both for the government and the private sector.



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V. PROJECT TIME TABLE

The project must be completed in Twenty-Five (25) calendar days. The Supplier shall submit a timetable of activities for production and post-production works.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF AUDIO VISUAL PRESENTATION PRODUCTION - REBID

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY



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ANNEX "B"

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Vice Chairperson

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PRICE QUOTATION SHEET FINANCIAL BID

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows.

Total Bid Price for the Project (Inclusive of all Taxes)

In Figures: _____

In Words: _____

*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____