



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10229353
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF SERVICES FOR THE VIDEO DOCUMENTATION OF FILIPINO BRAND OF SERVICE EXCELLENCE'S (FBSE) JOURNEY TO 100K

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2023-10-658	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	11
Category:	Video Production Services	Date Published	17/10/2023
Approved Budget for the Contract:	PHP 400,000.00	Last Updated / Time	17/10/2023 00:00 AM
Delivery Period:		Closing Date / Time	23/10/2023 12:00 PM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

PROJECT TITLE: VIDEO DOCUMENTATION OF FILIPINO BRAND OF SERVICE EXCELLENCE'S (FBSE) JOURNEY TO 100K

MINIMUM REQUIREMENT FOR SUPPLIERS

Must be based within Metro Manila
 Has the capability to deliver commitments on time
 Must be willing to travel out of town as needed
 Must not have a history of cancellation of award or non-compliance with deliverables
 Must have experience handling a similar project
 Must be able to submit a sample output of similar project
 Must have miscellaneous assets/stock elements/music scoring
 Must be willing to provide services on a send-bill arrangement

SCOPE OF WORK/SERVICES

DELIVERABLE: One (1) 3-to-5-minute video documentation of FBSE's Journey to 100K
 Sorting of stock photos, videos and other materials readily available from DOT
 Assist in crafting the story board
 Script writing
 Out of town shoot, if necessary (to be determined by DOT)

Color grading
 Video editing
 Manpower Requirement
 Director
 Photographer
 Videographer
 Project Manager
 Scriptwriter
 Voice-over talent
 Sound Editor
 Video Editor

REQUIREMENTS and CRITERIA

Must be Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

Experience

Minimum of three (3) years' experience in providing the same service;

Must have completed a similar contract in the last three (3) years.

Non-submission of required sample works shall be ground for disqualification of bid.

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
 Department of Tourism
 Makati City

with details such as:

Name of the Bidder/Company:

Address of the Bidder/Company:

Title of the Project:

RFQ No. 2023-10-658

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 23 October 2023 at 12:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 16/10/2023

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