

REQUEST FOR QUOTATION



For Production of Video Package/Materials for Cavite Tourism Campaign

Name of Company

Complete Company Address

Date: November 16, 2018

RFQ No.: NLONTOC-RFQ-414-2018

PR No.:

PHILGEPS Ref. No.: 5816230

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than November 22, 2018 at 5:00 PM to the BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City.

Very truly yours,
RENATO A. TABUTAN
 BAC-A Chairman

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for Office of the Provincial Tourism of the Provincial Government of Cavite.

 (Printed Name & Signature)
AUTHORIZED CANVASSER

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					Unit Price	Total Price		
	Video Package			995,000.00				
	Cavite Tourism Campaign							
	** see Page2 for Specification**							
	TOTAL			995,000.00				

- GENERAL CONDITIONS**
1. All entries must be legibly handwritten or typewritten;
 2. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, BIR Certificate, etc.) and PhilGEPS Online Registration/Certification;
 3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 Company Name
 RFQ No.
 PR No.
 PHILGEPS Reference No.
 4. Delivery period must be at least within _____ calendar days from date of the Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
 5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
 6. Price validity shall be for a period of three(3) months;
 7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
 8. If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
 9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
 10. Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
 11. Failure to comply with these conditions shall mean disqualification of your bid proposal.

SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION

Date: November 22, 2018

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment, which can be made in _____ days from receipt of the Notice To Proceed.

 Printed Name & Signature
 of Authorized Representative

 Company Tel./Fax/Mobile No.

 Company Tax Identification No. (TIN)

*Attach Certificate of Registration (BIR)

JDT 11/20

Page 2 of Request For Quotation for Production of Video Package/Materials for Cavite Tourism Campaign

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

No.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery (days/weeks)
					Unit Price	Total Price		
				995,000.00				
	<ul style="list-style-type: none"> - Minimum of 5 mins - Must present highlights of Cavite in a unique way using various campaign strategies in scriptwriting and direction - Highlight Cavite's natural, cultural, and historical assets - Must incorporate the province's official tourism tagline "Tara, Cavite tayo!" - Contractor/supplier must be a full service video production company who can provide in-depth searching, scriptwriting, conceptualization, direction, videographers, cinematographers, production assistants, talents, producer, director, writers, editors, BTS photographers - Must be able to compose an original song for the campaign - Must have background on concept development, 2D and 3D motion graphics and aerial shoot - Must have experience from working with big companies as well as production for government agencies 							
	nothing follows							
	TOTAL			995,000.00				

Company Name

Address

*Printed Name & Signature
of Authorized Representative*