

REQUEST FOR QUOTATION / PROPOSAL

**Photography-Videography Services for the Production of PCC e-Learning/Advocacy Materials Feb.-Dec. 2020
(Metro Manila & CALABARZON)**

P.R. No./Date Received: 2020-01-0042 / 29 January 2020

RFQ/P No. / Date: 2020-02-0047 / 12 February 2020

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if any)
- Professional License / Curriculum Vitae **(for Consulting Services only)**
- Notarized Omnibus Sworn Statement - Annex "A" **(to be submitted prior to Notice of Award issuance)**
**Omnibus Sworn Statement shall be required only for procurement projects with ABC above ₱50,000.00*

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or ivabano@phcc.gov.ph on or before **17 February 2020 / 10:00 AM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
Head, PBAC Secretariat

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	₱ 220,000.00	Photography-Videography Services for the Production of PCC e-Learning/Advocacy Materials Feb.-Dec. 2020 (Metro Manila & CALABARZON) (Please see attached Terms of Reference)			
Total Lot ABC		₱ 220,000.00	TOTAL Amount			
Delivery Instructions:				<i>(Please provide complete information below)</i>		

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number (TIN) : _____

TERMS OF REFERENCE
Photography-Videography Services for the
Production of PCC e-Learning/Advocacy Materials
February-December 2020 | Metro Manila and CALABARZON

I. Background

The Philippine Competition Commission (PCC) is a quasi-judicial body mandated to implement the national competition policy and enforce Republic Act No. 10667 or the Philippine Competition Act.

As the country's primary competition law to maintain and promote market competition by regulating anti-competitive conduct, it needs to intensify its efforts to ensure that its officials and staff are equipped with the requisite knowledge and ability to effectively and credibly implement the PCA. Likewise, the Agency needs to ensure that stakeholders are informed about competition policy and law, the new regulatory agency, and its functions and powers.

On its fifth year, the PCC will prioritize advocacy activities, including, but not limited to campaigns, lectures, seminars, workshops or publications to be delivered through communication tools such as electronic, print, social media, and other platforms. To this end, it will require the services of an agency to produce e-learning/advocacy videos.

II. Objective

The primary objective of the project is to contract the services of a reputable photographer-videographer to produce e-learning/advocacy videos intended for this Agency's advocacy and capacity building projects.

III. Responsibilities

The Service Provider is expected to:

- Perform necessary photo, video, and audio documentation of PCC activities or process/edit stock PCC materials – as source of video footage/photos, through video/still camera and ensure quality of captured audio recording, video footage, and still images;
- Submit at least twenty (20) edited/processed highlight photos at the end of the last day of each event/project for uploading on the PCC's official social media accounts;
- Package video presentations using Adobe Premier Pro or other similar audio-video editing software;
- Post-process photos using Adobe Photoshop/Lightroom or other similar photo editing software;



Management
System
ISO 9001:2015



www.tuv.com
ID: 9108652448

- Submit both raw/unedited and post-processed audio, videos, and/or photos within ten (10) days after each event;
- Cover travel expenses necessary to complete assignments, similar to the provision of Executive Order No. 77, series 2019¹, for assignments within Metro Manila (transportation, incidentals) and outside Metro Manila (food, accommodation, transportation, and incidentals); and
- Any other duties as assigned by PCC.

PCC shall provide:

- Orientation on the deliverables required;
- Advance notice on the schedule of each project;
- Program and other pertinent information for photography/video credentials (as needed);
- Office space for post-processing of outputs; and
- Access to repository of raw and post-processed videos and/or photos.

IV. Minimum qualifications for the Service Provider

A. Personnel²

- Engaged in photography and videography services for at least two (2) years;
- Trained in using Adobe Premier Pro or other similar video editing software;
- Trained in using mid-range-professional-level video and camera set-up; and

B. Equipment

- Use at least mid-range digital SLR Cameras and video equipment to ensure photo and video quality of outputs;

Prospective offers are requested to submit the documentary requirements listed in Annex A to ensure that the abovementioned qualifications are met.

V. Reporting

The Service Provider will report to the PCC Communications and Knowledge Management Office (CKMO) Director and/or his designated staff and is expected to work closely with the Training and Advocacy Division (TAD) on all projects.

¹ <https://www.officialgazette.gov.ph/2019/03/15/executive-order-no-77-s-2019/>

² Pursuant to Section 33.3 of the 2016 Revised IRR of R.A. 9184, there should be no replacement of key personnel before the awarding of contract, except for justifiable reason, such as, illness, death, or resignation provided it is duly supported by relevant certificates, or any delay caused by the procuring entity. The procuring entity shall immediately consider negotiation with the next ranked consultant if unjustifiable replacement of personnel by the first ranked firm is made. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons, subject to appropriate sanctions as prescribed in the PBDs.

VI. Deliverables

Subject to refinement and detailed arrangements to be agreed to with PCC, the proposed responsibilities are as follows:

TIMELINE	OUTPUTS/PROJECTS
February 2020	<ul style="list-style-type: none"> • A contract between the winning contractor and the PCC detailing mutual and clear understanding of the objectives, scope, and other requirements of the project; and • Cover/process – one (1) Seminar/Public Forum
March 2020	<ul style="list-style-type: none"> • Cover/process – one (1) Seminar/Public Forum • Cover/process – one (1) Seminar/Public Forum
April 2020	<ul style="list-style-type: none"> • Cover/process – one (1) Seminar/Public Forum
May 2020	<ul style="list-style-type: none"> • Cover/process – five (5) Seminar/Public Forums in CALABARZON³ road tour for five (5) days
July 2020	<ul style="list-style-type: none"> • Cover-process – one (1) Seminar/Public Forum
November 2020	<ul style="list-style-type: none"> • Cover-process – one (1) Campus Tour on CLP • Cover/process – one (1) Seminar/Workshop
December 2020	<ul style="list-style-type: none"> • Cover/process – one (1) Seminar/Public Forum • Cover/process – one (1) Seminar/Public Forum • Cover/process – one (1) Seminar/Public Forum

VII. Mode of Payment

The PCC will pay the Service Provider **per output/project** using the following rate matrix:

SERVICE	RATE
<p>Full coverage (per activity within Metro Manila)</p> <ul style="list-style-type: none"> • Perform necessary photo, video, and audio documentation of PCC activities and process/edit stock PCC materials – as source of video footage/photos, through video/still camera and ensure quality of captured audio recording, video footage, and still images; • Submit at least twenty (20) edited/processed highlight photos at the end of the last day of each event/project for uploading on the PCC's official social media accounts; • Package video presentations using Adobe Premier Pro or other similar audio-video editing software; • Post-process photos using Adobe Photoshop/Lightroom or other similar photo editing software; • Submit both raw/unedited and post-processed audio, videos, and/or photos within ten (10) days after each event; 	PhP15,000.00

³ Cover travel expenses (food, accommodation, incidentals) necessary to complete assignments, similar to the provision of Executive Order No. 77, series 2019, for assignments outside Metro Manila;

<p>Full coverage (CALABARZON)</p> <ul style="list-style-type: none"> • Perform necessary photo, video, and audio documentation of PCC activities and process/edit stock PCC materials – as source of video footage/photos, through video/still camera and ensure quality of captured audio recording, video footage, and still images; • Submit at least twenty (20) edited/processed highlight photos at the end of the last day of each event/project for uploading on the PCC’s official social media accounts; • Create a 3-5 minute highlight video of all the activities in CALABARZON • Package video presentations using Adobe Premier Pro or other similar audio-video editing software; • Post-process photos using Adobe Photoshop/Lightroom or other similar photo editing software; • Submit both raw/unedited and post-processed audio, videos, and/or photos within ten (10) days after each event; 	<p>PhP70,000.00</p>
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VIII. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) for this engagement is **TWO HUNDRED TWENTY THOUSAND PESOS (PhP220,000.00)**, inclusive of all applicable government taxes and service charges.

Each payment shall be released within 15 calendar days upon the submission and approval of each required output or project, PCC’s issuance of the Certificate of Satisfactory Services Rendered, and written statements and receipts in accordance with government accounting rules and procedures.

IX. General Conditions

The Service Provider must grant copyright ownership of all videos, photos, audio both raw and edited to the Philippine Competition Commission. All edited/packaged materials should follow branding specifications of PCC.

X. Liquidated Damages


In case of delay in the delivery of expected service, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the PCC shall rescind the contract, without prejudice to other courses of action and remedies open to it.

XI. Dispute Agreement/Resolution

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Approved by:

ARNOLD ROY D. TENORIO
Director III, PCC-CKMO
Date:

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

ANNEX A

List of Documents for Submission

*Provision of Photography-Videography Services for the Production of PCC
e-Learning/Advocacy Materials*

Procuring Entity	Philippine Competition Commission
Address	25/F Vertis North Corporate Center I, North Ave., Quezon City
Project Name	Provision of Videography Services for the Production of e-Learning/Advocacy Materials
Project Details	As indicated in the Terms of Reference
Approved Budget for the Contract	PhP 220,000.00 (inclusive of all applicable government taxes)
Whom to Address the Proposal	EXECUTIVE DIRECTOR KENNETH V. TANATE, PhD Philippine Competition Commission Thru: MR. JESON Q. DELA TORRE PCC Head BAC Secretariat / Chief, General Services Division, Administrative and Legal Office
Documents to be Submitted	Eligibility Documents (to be submitted after review and evaluation of proposals) - PhilGEPS Registration Number - Mayor's/Business Permit in case of firm - BIR Certificate of Registration in case of individual - Latest Business Tax Return in case of firm - Latest Income Tax Return in case of individual - Accomplished Omnibus Sworn Statement
	For individual a. Cover Letter b. Curriculum Vitae c. Copy of Diploma/Certificate of Graduation d. Certificate of related Trainings/Seminar Programs Attended within the last 3 years e. Samples of recent similar assignments: online portfolios and links to video work/documentaries f. List of client references with contact details g. List of all ongoing and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid h. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts i. Comments and suggestions of offeror on the TOR

For firm

- a. Cover Letter
- b. Company Profile
- c. Samples of recent similar assignments: online portfolios and links to video work/documentaries
- d. List of client references with contact details
- e. List of all ongoing and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid
- f. List of photography and videography equipment
- g. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- h. Comments and suggestions of offeror on the TOR
- i. Description of the methodology and work plan for performing the project
- j. Project Team composition and taskings
- k. Curriculum Vitae of Project Team members
- l. Certificate of related Trainings/Seminar Programs Attended by the Lead Consultant/Project Lead within the last 3 years