

REQUEST FOR PROPOSAL

Procurement of Photography and Videography Services for the Multisectoral Forum on the PCA and NCP and Campus Tour on CLP on 12-13 October 2022 in Cebu City

P.R. No./Date Received: **2022-09-0175 / 28 September 2022**

RFQ/P No. / Date: **2022-10-0176 / 04 October 2022**

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** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

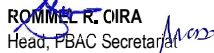
Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Signed Terms of Reference
- Omnibus Sworn Statement (Approved Budget for the Contract above PhP50,000.00)

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 procurementunit@phcc.gov.ph or assigned PBAC Sec email bagelani@phcc.gov.ph on or before **10 October 2022, 12:00 NN** subject to the following **Terms and**

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**.

Very truly yours,


ROMMEL R. OIRA
Head, PBAC Secretariat

Item	QTY	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	1	₱ 60,000.00	Procurement of Photography and Videography Services for the Multisectoral Forum on the PCA and NCP and Campus Tour on CLP on 12-13 October 2022 in Cebu City	
			(Please see attached Terms of Reference)	
Total Lot ABC		₱ 60,000.00	TOTAL Amount:	
Delivery Instructions:			(Please see attached Terms of Reference)	

(Please provide **complete** information below)

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 : _____



TERMS OF REFERENCE

Requirement	:	Photography and Videography Services for the Conduct of the Multisectoral Forum on the Philippine Competition Act (PCA) and National Competition Policy (NCP) and Campus Tour on Competition Law and Policy with University of San Carlos-School of Law and Governance
Duty station	:	Cebu
Duration	:	12-13 October 2022

Background

The Philippine Competition Commission (“PCC”) is an independent quasi-judicial body mandated to implement the National Competition Policy and enforce Republic Act No. 10667 or the Philippine Competition Act (“PCA”).

The PCC is intensifying its efforts to ensure that stakeholders are informed about competition law and policy, amid the Commission’s efforts to ramp up enforcement of the PCA . This is ahead of PCC’s establishment of an investigation and advocacy station (iStation) in select areas outside the National Capital Region. Thus, as part of the PCC’s advocacy and capacity-building initiatives that aim to educate and capacitate relevant stakeholders and the public about competition policy and law and the provisions of the PCA, the PCC will conduct the **Multisectoral Forum on the Philippine Competition Act (PCA) and National Competition Policy (NCP) and Campus Tour on Competition Law and Policy with University of San Carlos-School of Law and Governance** (the “Activities”) on 12 and 13 October 2022. To this end, the PCC will require the services of an agency for the photo and video coverage of the Activities in Cebu.

I. Scope of Work

A. Duties and Responsibilities

The Service Provider is mainly tasked to serve as described hereunder (the “Services”):

- Perform the necessary photo and video documentation for the duration of the Activities, including capturing video footage and photos (the “Materials”), through video/still camera;
- Deploy a team with at least three (3) and a maximum of four (4) personnel—a combination of photographer/s, videographer/s, and/or one (1) assistant—as needed, for each of the following activities on 12 and 13 October 2022:

- Campus Tour on Competition Law and Policy at University of San Carlos-School of Law and Governance (12 October 2022, 10:00AM-4:00PM)
- Multisectoral Forum on the PCA and NCP in a hotel located in Metro Cebu (13 October 2022, Program to be provided)
- Ensure quality of captured full video coverage/footage and still images;
- Process video presentations using Adobe Premier Pro or other similar audio-video editing software;
- Submit at least 10 photos for posting on social media at the end of every activity;
- Submit final outputs (edited videos/photos) within ten (10) working days after the Activities;
 - Full activity video coverage for each activity (full video and audio recording for event documentation); and
 - Video highlight reel of 1-2 minutes for each activity.
- Provide/use the Service Provider's own video, audio recording, still camera equipment, and necessary lighting or accessories; and
- Cover transportation necessary to the venues of the activities to complete assignments.

II. Qualifications

All photographers and videographers of the Service Provider who will be involved in covering the Activities must:

- Be a team or a firm based in Metro Cebu ;
- Have at least two (2) years of relevant work experience in carrying out similar projects;
- Possess technical skills in using professional level video and still cameras; and
- Possess technical skills in Adobe Premier Pro or other similar video editing software.

III. Professional Fee

The approved budget for the contract is **Sixty Thousand Pesos (PhP60,000.00)** inclusive of all applicable expenses and taxes. The payment shall be released upon the submission of billing statement, required outputs, and the PCC's certification of satisfactory service rendered.

IV. Deliverables and timeline

The Service Provider shall deliver the following within the prescribed deadline:

Particulars	Deadline
<ul style="list-style-type: none"> ● Copies of at least ten (10) photos for posting on social media and all the unedited photos as evidenced by transmittal slip duly received by the PCC's authorized representative 	Immediately after the Activities
<ul style="list-style-type: none"> ● Copies of the edited/processed photos and final videos outputs saved in a USB flash drive or online drive 	Within ten (10) calendar days after the Activities

<p>as evidenced by a transmittal slip duly received by the PCC's authorized representative or an email acknowledgement</p> <ul style="list-style-type: none"> • Signed billing statement 	
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V. Confidentiality of Data and Information

To ensure the protection of PCC information, the Service Provider is expected to observe and abide by the established PCC Information Security Management System (“ISMS”).

All data, documents, records (collectively “Information”) which may be disclosed to or accessed by the Service Provider for purposes of delivering the Services are considered confidential and shall remain the sole property of the PCC. The Service Provider shall prevent the unauthorized transfer, disclosure, or use of the Information by any of its officers, employees, or representatives, to any third person or entity. The Service Provider shall not use the Information for any purpose other than what is reasonably necessary to perform the Services.

Upon completion of the Services, the Service Provider shall not keep any copy of the Information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

VI. Liquidated Damages

If the service provider fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages in the amount equal to one-tenth of one percent (0.001) of the cost of unperformed portion for every day of delay. Pursuant to Section 68 of the aforementioned act. In case the sum of total liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

VII. 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.


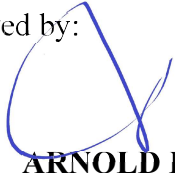
In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

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

VIII. General Conditions

The Service Provider shall assign full copyright ownership of all videos, photos, and audio, both raw and edited, covered under the conduct of the Services, to the PCC. The PCC shall retain the exclusive right to publish the Materials. All Materials shall follow branding specifications of the PCC, to be discussed with the Service Provider upon award of the contract.

Approved by:



IGTM

ARNOLD ROY D. TENORIO
Director, CKMO

Date: _____

Conforme:

Name/Signature

Date: _____

ANNEX A

NAME OF BIDDER:		
PARTICULARS	Availability (Mark with "X")	Remarks
	12-13 October 2022	
1. Qualifications		
<ul style="list-style-type: none"> • Be a team or a firm based in Metro Cebu cities; 		
<ul style="list-style-type: none"> • Have at least two (2) years of relevant work experience in carrying out similar projects; 		
<ul style="list-style-type: none"> • Possess technical skills in using professional level video and still cameras; and 		
<ul style="list-style-type: none"> • Possess technical skills in Adobe Premier Pro or other similar video editing software. 		
2. Duties and Responsibilities		
<ul style="list-style-type: none"> • Perform the necessary photo and video documentation of the duration of the Activities, including capturing video footage and photos (the "Materials"), through video/still camera; 		
<ul style="list-style-type: none"> • Deploy a team with at least three (3) and a maximum of four (4) personnel—a combination of photographer/s, videographer/s, and/or one (1) assistant--as needed, for each of the following activities on 12 and 13 October 2022: <ul style="list-style-type: none"> • Campus Tour on Competition Law and Policy at University of San Carlos--School of Law and Governance (12 October 2022, 10:00AM-4:00PM) • Multisectoral Forum on the PCA and NCP in a hotel located in Cebu (13 October 2022, 9:00AM-3:00PM) 		
<ul style="list-style-type: none"> • Ensure quality of captured full video coverage/ footage and still images; 		
<ul style="list-style-type: none"> • Process video presentations using Adobe Premier Pro or other similar audio-video editing software; 		
<ul style="list-style-type: none"> • Submit at least 10 photos for posting on social media at the end of every activity; 		
<ul style="list-style-type: none"> • Submit final outputs (edited videos/photos) within ten (10) working days after the Activities; <ul style="list-style-type: none"> ○ Full activity video coverage for each activity (full video and audio recording for event documentation); and ○ Video highlight reel of 1-2 minutes for each activity. 		
<ul style="list-style-type: none"> • Provide/use the Service Provider's own video, audio recording, still camera equipment, and necessary lighting or accessories; and 		

<ul style="list-style-type: none"> Cover transportation necessary to the venues of the activities to complete assignments. 		
3. Payment Scheme Full payment shall be made after receipt of billing statement, required outputs, and issuance of Certificate of Satisfactory Service Rendered by PCC.		
FINANCIAL PROPOSAL The ABC is Sixty Thousand Pesos (PhP60,000) inclusive of all applicable expenses, government taxes and service charges.		

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

Signature: 
Inah Geneve T. Mangilin (Sep 27, 2022 10:16 GMT+8)
Email: irtolentino@phcc.gov.ph